

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Public Works and Government Services / Travaux
publics et services gouvernementaux**
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Incoterms 2000 DDP Delivery Duty Paid to the destination specified in the contract:

Title - Sujet Household Furniture	
Solicitation No. - N° de l'invitation W0114-145083/A	Date 2014-01-22
Client Reference No. - N° de référence du client W0114-14-5083	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-535-6292	
File No. - N° de dossier KIN-3-40156 (535)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-04	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Carriere, Nancy	Buyer Id - Id de l'acheteur kin535
Telephone No. - N° de téléphone (613) 545-8764 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB Kingston 5 SOMME AVE KINGSTON Ontario K7K7B4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION**1. Security Requirement**

There is no security requirement associated with this bid solicitation.

2. Requirement

The Department of National Defence, Family Connections and Phoenix House, CFB Kingston, Kingston, Ontario has a requirement for the supply, delivery and Installation of Household Furniture as detailed in the Statement of Requirement, Annex A, attached herein.

2.1 Delivery Date

Delivery, Installation and invoicing of all goods must be no later than March 31, 2014.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

1.1 SACC Manual Clauses

B1000T Condition of Material

2007-11-30

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (two hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06) , Exchange Rate Fluctuation

1.2 Mandatory Maximum Budget

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The maximum funding available for the Contract resulting from the bid solicitation is **\$60,000.00** (applicable taxes are extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) It is a mandatory requirement that only proposals submitted on the Request for Proposal documents as distributed by the Government Electronic Tendering Service (buyandsell.gc.ca) will be accepted for evaluation.
- b) It is mandatory that bidders provide pricing as per the units of issue stated herein at Annex " B" Bidders must provide pricing for all items listed in the pricing basis (Annex B).
- c) It is mandatory that the items be technically compliant as per the descriptions (Items 1 through 10). The requirements contained in this purchase description are the minimum required features and components to be accepted under this solicitation. Manufacturers may offer additional products, which are designed to enhance the function of the furniture.

1.2 Financial Evaluation

SACC Manual Clause A0222T (2013-04-25), Evaluation of Price

2. Basis of Selection

- 2.1** A bid must comply with all requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. Only one contract will be awarded as a result of this Request for Proposal.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Documents Required

Bidders are to provide product literature and specifications sufficient to show that the product they are offering meets or exceeds the requirements.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)
issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received, installed, and invoiced on or before 31 March 2014.

4.2 Shipping Instructions - Delivery Duty Paid (DDP)

Goods must be consigned and delivered Incoterms 2000 DDP Delivery Duty Paid to the destination specified in the contract:

CFB Kingston
Integrated Logistics Receiving
5 Somme Ave, PO Box 17000
Stn Forces Kingston, Ontario
K7K 7B4

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Carrière

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Address: 86 Clarence Street, Kingston, ON K7L 1X3

Telephone : (613) 545-8764

Facsimile: (613) 545-8067

E-mail address: Nancy.Carriere@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority (To be completed by PWGSC at time of award)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (To be completed by the bidder)

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

6. Payment

6.1 Basis of Payment - Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and applicable taxes are extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is Completed.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions, 2010A (2013-04-25), Goods (Medium Complexity);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*)

11. SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2011-05-16
B7500C	Excess Goods	2006-06-16

12. Insurance Requirements

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

ANNEX "A"**REQUIREMENT**

The Department of National Defence, Family Connections and Phoenix House, CFB Kingston, Kingston, Ontario has a requirement for the supply, delivery, and installation of Household Furniture as per the following items:

***All the following Bedroom Suites must be matching**

***All mattress sets must be matching**

***All dressers must be matching**

***All Wooden Dining Sets must be matching**

Item	Description	Unit of Issue	Qty
1	Matching Queen Size Bedroom Suite. Specifications: Length 80 Inches Width 60 Inches Bed set to include a head board, foot board and complete frame. Must be made of solid wood. Suggested wood to be cherry or maple. Item will not contain any pressed board or veneers. Finish must be post catalytic lacquer or better. Must be maple in colour	Set	4
2	Matching Double or Full Bedroom Suite Specifications: Length 75 Inches Width 54 Inches Bed set to include a head board, foot board and complete frame. Must be made of solid wood. Suggested wood to be cherry or maple. Item will not contain any pressed board or veneers. Finish must be post catalytic lacquer or better. Must be maple in colour	Set	4
3	Matching Twin or Single Bedroom Suite Specifications:	Set	4

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	<p>Length 75 Inches Width 39 Inches</p> <p>Bed set to include a head board and complete frame.</p> <p>Must be made of solid wood. Suggested wood to be cherry or maple. Item will not contain any pressed board or veneers. Finish must be post catalytic lacquer or better.</p> <p>Must be maple in colour</p>		
4	<p>Matching Night Tables</p> <p>Must be made of solid wood. Suggested wood to be cherry or maple. Item will not contain any pressed board or veneers. Finish must be post catalytic lacquer or better.</p> <p>Night Tables must have a minimum of 0 drawers maximum of 2 drawers</p> <p>Must be maple in colour.</p>	Each	20
5	<p>Matching Double Dressers</p> <p>Specifications:</p> <p>Double Dressers must have a minimum of 4 drawers to a maximum of 6 drawers and include a mirror.</p> <p>Height: Minimum 34 Inches to a Maximum of 38 Inches</p> <p>Depth: Minimum 15 Inches to a Maximum of 22 Inches.</p> <p>Width: Minimum 48 Inches to a Maximum of 60 Inches.</p> <p>Mirror must be framed and have the capability to be wall mounted. Must be a suitable match to the dresser. Size of mirror must be a minimum width of 36 Inches to a maximum of 48 Inches. The height of the mirror must be a minimum 24 Inches to a maximum of 36 Inches.</p> <p>Must be made of solid wood. Suggested wood to be cherry or maple. Item will not contain any</p>	Each	6

	pressed board or veneers. Finish must be post catalytic lacquer or better Must be maple in colour.		
6	Matching Single Dressers Specifications: Single Dresser must have a minimum of 4 drawers to a maximum of 6 drawers and include a mirror. Height: Minimum 36 Inches to a Maximum of 48 Inches Depth: Minimum 15 Inches to a Maximum of 22 Inches. Width: Minimum 30 Inches to a Maximum of 36 Inches. Must be made of solid wood. Suggested wood to be cherry or maple. Item will not contain any pressed board or veneers. Finish must be post catalytic lacquer or better Must be maple in colour	Each	6
7	Matching Queen Size Mattress Sets Specifications: Mattress must come complete with matching box spring for each bedroom set. Mattress must have the following: Edge Guards Minimum 700 dual geometry coils count to be from mattress only and not to include box spring coil numbers. Coils are to be twice tempered steel and that steel is to be between 13-16 gauge. Must have pillow top that is made of high density foam (greater than 11 pounds). Mattress must be covered with a blend of man-made fiber and natural fiber, offering breath ability and durability.	Sets	4

8	<p>Matching Double/Full Size Mattress Sets</p> <p>Specifications:</p> <p>Mattress must come complete with matching box spring for each bedroom set.</p> <p>Mattress must have the following:</p> <p>Edge Guards</p> <p>Minimum 700 dual geometry coils count to be from mattress only and not to include box spring coil numbers.</p> <p>Coils are to be twice tempered steel and that steel is to be between 13-16 gauge.</p> <p>Must have pillow top that is made of high density foam (greater than 11 pounds).</p> <p>Mattress must be covered with a blend of man-made fiber and natural fiber, offering breath ability and durability.</p>	Sets	4
9	<p>Matching Twin/Single Size Mattress Sets</p> <p>Specifications:</p> <p>Mattress must come complete with matching box spring for each bedroom set.</p> <p>Mattress must have the following:</p> <p>Edge Guards</p> <p>Minimum 700 dual geometry coils count to be from mattress only and not to include box spring coil numbers.</p> <p>Coils are to be twice tempered steel and that steel is to be between 13-16 gauge.</p> <p>Must have pillow top that is made of high density foam (greater than 11 pounds).</p> <p>Mattress must be covered with a blend of man-made fiber and natural fiber, offering breath ability and durability.</p>	Sets	4
10	<p>Matching Wooden Dining Sets</p>	Sets	4

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	<p>Specifications:</p> <p>Must be solid wood oval dining tables with legs or pedestal base.</p> <p>Must have a minimum of four maximum to a maximum of six solid wood chairs.</p> <p>Table size must not exceed 60" in length.</p> <p>Must be maple in colour</p>		
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ANNEX "B"

BASIS OF PAYMENT

Pricing Instructions:

Bidders will provide firm, all-inclusive lot price, in Canadian funds (exclusive of HST). HST., if applicable, is extra to the prices herein and shall be shown on any invoice as a separate item. Customs duties are included.

Incoterms 2000 “ Delivered Duty Paid” to the Intergrated Logistics Receiving, 5 Somme Ave, CFB Kingston, Kingston, Ontario.

Item	Description	UI	Quantity	Unit Price	Extended Price
1	Matching Queen Size Bedroom Suite	Set	4	\$	\$
2	Matching Double or Full Bedroom Suite	Set	4	\$	\$
3	Matching Twin or Single Bedroom Suite	Set	4	\$	\$
4	Matching Night Tables	Each	20	\$	\$
5	Matching Double Dressers	Each	6	\$	\$
6	Matching Single Dressers	Each	6	\$	\$
7	Matching Queen Size Mattress Sets	Set	4	\$	\$
8	Matching Double/Full Size Mattress Sets	Set	4	\$	\$
9	Matching Twin/Single Size Mattress Sets	Set	4	\$	\$
10	Matching Wooden Dining Sets	Set	4	\$	\$
				Subtotal	\$
				HST	\$

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				Total	\$
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