



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11 rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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

Title - Sujet MAP BOND PAPER	
Solicitation No. - N° de l'invitation W8474-146854/A	Date 2014-01-29
Client Reference No. - N° de référence du client W8474-146854	
GETS Reference No. - N° de référence de SEAG PW-\$\$PD-032-64533	
File No. - N° de dossier pd032.W8474-146854	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-11	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Swanson, Manon	Buyer Id - Id de l'acheteur pd032
Telephone No. - N° de téléphone (819) 956-7304 ()	FAX No. - N° de FAX (819) 956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Commercial Acquisitions & Fast Track Procurement
Div/Div des Acquisitions commerciales et achats en régime
accélééré

11 Laurier St. / 11 rue Laurier

6B3, Place du Portage

Phase III

Gatineau

Québec

K1A 0S5

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

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - I	CANADIAN FORCES MAP DEPOT 130 BENTLEY AVE OTTAWA ON K2E 6T9 CANADA ATT: MICHEL GAUTHIER 613-995-3710	W8474	DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DRIVE IBRAHIM MATTA DES PROC 4-4-6-2-2 OTTAWA Ontario K1A0K2 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	MAP BOND PAPIER SIZE 28" x 40" see annex A and B for specification	D - 1	W8474	300000	SH	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	
2	MAP BOND PAPIER SIZE ARE REQUIRED size: 37.5" x 50" see annex A and B.	D - 1	W8474	150000	SH	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	
3	Map paper size size: 28" x 40" see Annex A and B Option no 1: Delivery March 2015	D - 1	W8474	300000	SH	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	
4	Map bond paper size: 37.5" x 50" see Annex A and B • option no 1 : delivery March 2015	D - 1	W8474	150000	SH	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	
5	Map bond paper size: 28" x 40" see Annex A and B • option no 2 : Delivery March 2016	D - 1	W8474	300000	SH	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

The mapping and charting establishment (MTE), National Defence has a requirement to purchase map bond papier in order to carry out operational printing tasks in accordance with the Annex A - Requirement and Annex B - Skid Packaging Specification.

2.1 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)

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

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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

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 (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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.

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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>). 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 SACC Manual Clause

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

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

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation and must meet all the mandatory technical criterias as detailed in Annex A - Requirement and Annex B - Skid Packaging Specification

1.2 Financial Evaluation

1.2.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

A bid must comply with the requirements of the bid soliciation, and meet all mandatory specifications to be delcared responsive. The responsive bid with the lowest evaluated price for the three year will be recommended for award of a contract

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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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 listed in the Line Item Detail in accordance with the Annex A - Requirement, the Annex B - Skid Packaging Specification.

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

While the first delivery is requested 4-6 weeks from contract award (refer to Line Item Detail for quantities at page 2).

The best delivery that could be offered is: _____

* Options to procure an additional 100% for two years of the original quantities must be considered

Option no 1: Delivery on or before March 31st 2015

Option no 2: Delivery on or before March 31st 2016

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ _

Facsimile: ____ _

E-mail address: _____

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 DND Project Authority

The Project Authority for the Contract is: (to be advised at time of award)

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

Sales person to be contactec for customer assistance

Name: _____
 Telephone: _____
 Fascimile: _____
 Email: _____

Person to contact for delivery and follow-up.

Name: _____
 Telephone: _____
 Fascimile: _____
 E-mail: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as *specified in the line item detail*. Customs duties are *"included* and Applicable Taxes are extra.

6.2 SACC Manual clause

C6000C (2011-05-16) Limitation of Price

6.3 SACC Manual clause

H1000C (2008-05-120) Single Payment
 H1001C (2008-05-12) Multiple Payment

7. Invoicing Instructions

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract.
2. The original and two (2) copies of all invoices shall be forwarded to the address of the Consignee of this contract

The Invoices must be submitted with the following information:

- a) Name and address of the consignee (the user)
- b) item number, quantity, part number, reference number and description
- c) contract serial number; and
- d) requisition number and financial codes as shown on the contract

3. Invoices shall not be submitted prior to completion of shipment of all the materiel.

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 _____. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*

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 (3013-04-25);
- (c) Annex A, Requirement;
- (d) Annex B, Skid Packaging Specification
- (e) the Contractor's bid dated _____ *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))*

11. Delivery Instructions

1. Packaging and shipping is to be the industry standard for the applicable items in the order to ensure their safe arrival at destination
2. All tiems shall remain the responsibility fo the Contractor until delivered, installed and accepted by an authorized DND representative.
3. All shipments shall be annotated as follow:
 - a) Contract Nuber;
 - b) Shipping address
4. The contractor shall request shipping authorization before shipping any material. All pertinent details such as contract items, part/model number, serial numbers, quantity, consignee etc. Shall be provided in writing to the DND Reprerentative who will be responsible for authorization of any shipments .

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12. SACC Manual clause

A9006C	2012-07-16	Defence Contrat
C2608C	2010-08-16	Canadian Customs Documentation
G1005C	2008-05-12	Insurance
D6010C	2007-11-30	Palletization
B7500C	2006-06-16	Excess Goods

ANNEX "A"**REQUIREMENT****Map Bond Paper Material Specifications**

1. Grade Premium Map Bond, Wet Strength New-Brite.
- 1.1 Basic Weight 17" x 22" –48M (43.18 cm x 55.88 cm – 21.77 kg/m)
- 1.2 Average thickness 0.0045" +/- 0.00025" (0.11430 mm +/- 0.006125 mm)
- 1.3 Surface of both sides must be suitable for offset multicolour map lithography. The paper shall be free from lint, fuzz or any particles that will pick, fluff or pile on the blanket under normal press conditions.
- 1.4 Printing Opacity: Standard 90%, Minimum 88%
- 1.5 Expansivity: Maximum 0.15% across grain for 15% change in relative humidity.
- 1.6 Minimum wet bursting retention: 25%
- 1.7 Size and Trim:
 - a. Sheets must be trimmed 1/16" (1.587 mm) oversize with a tolerance of +/- 1/32" (0.793 mm); and
 - b. Paper must be trimmed square on four sides with clean, smooth edges and be evenly jogged. Paper will be considered square if the diagonal measurements do not differ by more than 1/32" (0.793 mm).
- 1.8 Grain long way.
- 1.9 Free from water marks.
- 1.10 Moisture content must be in equilibrium with relative humidity of 45% at 70 degrees F (21.1 degrees C). Permissible tolerance +/- 5% at 70 degrees F (21.1 degrees C).
- 1.11 Folding endurance: Average each direction not less than 200 double folds – M.I.T.
- 1.12 Curley Stiffness: Minimum each direction 150mg.
- 1.13 Paper must be flat and show no tendency to curl and be free from wavy –edge or tight –edge condition. The pile height variation from one corner to the next shall not exceed one inch (25 mm) when measured from the bottom sheet of the pile.
- 1.14 The paper should be sorted so as to ensure absence of specks, spots, lumps, or particles that may damage the blanket or the press under normal press conditions.
- 1.15 The formation of the paper shall be closed and even.
- 1.16 Colour, cleanliness and formation must conform to customer's standard sample.

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- 1.17 The PH value of the cold extract of the paper shall not be less than 4.7 when determined in accordance with "Canadian Pulp and Paper Association G.25p".
- 1.18 Internal Tearing Strength, 1 sheet, average each direction not less than 55 grams.
- 1.19 Pick Resistance (Wax Number), each side, minimum 14.
- 1.20 Brightness: Average 86-88 percent –Elrepho reading.
- 1.21 Every lot and/or shipment requires a Quality Audit report signed by the quality control manager of the company. This report must contain outgoing inspection results by listing all tests performed, sample size according to lot sizes, and sampling plan.

Annex "B"**Map Bond Paper – Skid Packaging Specification****1. Skid**

- 1.1 Overall construction must be capable of permitting stacking without damaging the paper.
- 1.2 Top will correspond in size with bottom and run the same way. Cross pieces shall be 2" X 4" (5 cm X 10 cm).
- 1.3 Runners to be one piece and full length.
- 1.4 Inside clearance between runners not less than 22" (56 cm).
- 1.5 Height of runners not less than 7" (18 cm) and not more than 8" (20 cm).
- 1.6 Runners to be notched for steel strapping.

2. Weight

- 2.1 Gross weight shall not exceed 2,500 lbs (1,135 kg).
- 2.2 Loaded skid must not exceed 46 ½" (118 cm) in height.
- 2.3 Total variation of skid height from opposite edges not to exceed 1 ½" (4 cm).

3. Marking

- 3.1 Paper must have a projecting marker between each 500 sheets. For identification reasons, such markers must be imprinted with manufacturer's name.
- 3.2 Finished wrapped skid must bear the following identification in the form of a sticker or stamp:
 - Name of manufacturers;
 - Grade of paper;
 - Sheet size;
 - Net weight;
 - Customer contract number;
 - Lot number or run number; and
 - R.H. measurement.

Lot number must also appear on skid runner.

4. **Wrapping**

- 4.1 Paper must be a minimum of ½" (1 cm) from the edge of the platform. There must be no overhang at any point.
- 4.2 Material shall be carefully and completely encased top, bottom and four sides with moisture proof wrapper and all joints securely sealed. A single mill wrapper must be used next to the paper if the moisture proof wrapper contains tar or other products that may soil the paper.

5. **Picture**

- 5.1 Picture details shown below shall be adhered to as applicable (see below).



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