

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet GRAIN, ABRASIVE PRODUCTS	
Solicitation No. - N° de l'invitation W355B-141447/A	Date 2014-02-10
Client Reference No. - N° de référence du client W355B-14-1447	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-321-9209
File No. - N° de dossier HAL-3-71219 (321)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-24	
Time Zone Fuseau horaire Atlantic Standard Time AST	
Delivery Required - Livraison exigée SEE HEREIN	
Address Enquiries to: - Adresser toutes questions à: Gillis, Floyd	Buyer Id - Id de l'acheteur hal321
Telephone No. - N° de téléphone (902)496-5566 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE HMCS DOCKYARD, MARITIME FORCES ATL. BUILDING D207, HAZMAT HALIFAX NOVA SCOTIA B3K 5X5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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. Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
6A, Standing Offer, and 6B, Resulting Contract Clauses; and, the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 6B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement , the Basis of Payment and any other annexes.

2. Summary

This document is a solicitation for a Regional Individual Standing Offer to supply abrasive grain products to Maritime Forces Atlantic, FMF Cape Scott on an as and when requested basis for one year with two one year options.

Requirement is described as follows: **5350-21-896-5895 (MM# 100746934) Grain, Abrasive, Aluminum Oxide; Medium, grade 24; 50 LB bag or equivalent.**

3. Communications Notification

As a courtesy, the Government of Canada requests that successful offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a standing offer.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Clauses

B1000T Condition of Material (2007-11-30)

2. Submission of Offers

Offers 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 Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Section I: Financial Offer (one hard copy)

Section II: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section II: Certifications

Offerors must submit the certifications required under **Part 5**.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Technical Evaluation

Offered product must be in accordance with **Annex A, Statement of Requirement**.

1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated bid price will be recommended for issuance of a Standing Offer. Only one (1) Standing Offer will be issued for this requirement. The estimated quantities are for evaluated purposes only.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information

to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

Certifications Precedent to Issuance of a Standing Offer

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

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 **Code of Conduct and Certifications - Offer of Standard Instructions 2006**. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

1.3 Technical Certification

1.3.1 We the offeror, certify that we meet the full scope of the requirement described herein.

Signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a period of one (1) year from date of issue, with two (2) one year options to extend.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Floyd Gillis
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row
Halifax, NS B3J 1T3
Telephone: (902) 496-5566
Facsimile: (902) 496-5016
floyd.gillis@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative (TO BE COMPLETD BY OFFEROR)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

5. Identified Users

The Identified User of the Standing Offer is Fleet Maintenance Facility, Cape Scott, HMC Dockyard, Halifax, Nova Scotia.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

7. Call-up Procedure

Contracting authorities employed as members of the procurement cell within Fleet Maintenance Facility, Cape Scott, are authorized to make call ups against the standing offer.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$5,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

9. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) the general conditions **2005 (2012-11-19)**, General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2029; (2013-04-25)**, Goods or Services (Low Dollar Value)
- e) Annex A, Statement of Requirement
- f) the Offeror's offer (insert date of offer)_____.

10. Certifications

10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Nova Scotia**.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (2013-04-25), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Pricing

1. Prices shall be quoted FOB Destination including all delivery and shipping charges, exclusive of taxes, to the destination specified in the call-up.
2. Prices shall either be held for the duration of the Standing Offer or include a pricing per option year schedule.

5. Payment

5.1 Basis of Payment

The contractor will be paid in accordance with **Annex B, Basis of Payment**.

5.2 Financial Limitation

1. The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of : **to be determined** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.
2. The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.
(Derived from-Provenant de: M4506C 15 Aug 06)

5.3 Limitation of Price

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.

5.4 Payment by Credit (to be completed at issuance of Standing Offer)

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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.

The original and one (1) copy must be forwarded to the consignee at the end of delivery and must reflect the standing offer price. The consignee will verify that all items shipped have been delivered and accepted. Invoices must include the order number, date, and applicable standing offer call-up number.

7. SACC Manual Clauses

H1000C (2008-05-12) Single Payment
B7500C (2006-06-16) Excess Goods
D3010C (2012-07-16) Dangerous Goods/Hazardous Products
B1505C (2007-11-30) Shipment Hazardous Materials
C5103C (2008-05-12) Demurrage Charges
A9062C (2011-05-16) Canadian Forces Site Regulations

Annex A
STATEMENT OF REQUIREMENT

REQUIREMENT

To supply of abrasive grain as defined herein to Maritime Forces Atlantic Fleet Maintenance Facility Cape Scott (FMFCS) at HMC Dockyard, Halifax, Nova Scotia for a period of one (1) year with two (2) one year options.

EMERGENCY REQUIREMENTS

Supplier to provide names and phone numbers of two (2) people as after-hours contact for emergency requirements.

DELIVERABLES

The quantities are estimates only. To supply the following:

5350-21-896-5895 (MM# 100746934) Grain, Abrasive, Aluminum Oxide; Medium, grade 24; 50 LB bag or equivilant.

MISCELLANEOUS ITEMS

Miscellaneous similar or related items, not listed within, with an estimated value of 15% of the overall Standing Offer, at manufacturer's list price less a discount of ____%.

HAZARDOUS GOODS INSTRUCTIONS

- a. All spillage resulting from the Vendor's faulty equipment and/or methods of handling is to be cleaned up immediately to the satisfaction of the SOHM, to be advised at Standing Offer issuance, or his delegated representative

- b. The Vendor is required to have environmental liability insurance available to cover spills.

FINANCIAL CODES

As shown on individual call-ups.

INSPECTION

Final inspection shall rest solely with the Service Site Authority indicated on the call-up document. Services rendered shall meet Standing Offer standards and requirements before payments are made.

SERVICE SITE AUTHORITY

The call-up document shall indicate the individual(s) responsible for the monitoring of Vendor performance, inspection and for confirming that required services have been completed.

LICENSING

The Contractor must obtain and maintain all permits, licences and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor shall be responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor shall provide a copy of any such permit, licence, or certificate to Canada.

RESTOCKING BUY BACK

At any time during the period of a Standing Offer, any unused items, in the original packaging can be returned to the Vendor for a full refund and without a restocking charge. The refund shall either be a credit against the acquisition card used at the time of purchase, or if by some other means, credit notes shall be issued for use against future purchases, or as otherwise specified.

SHIPPING/PACKAGING

1. Goods and material are to be shipped, packaged, and labelled in accordance with federal, provincial, and/or municipal transportation regulation or by-laws in at the time the shipment is made.
2. A packing slip is to be provided with each shipment. This packing slip is to include quantity, unit cost, and overall cost for each item with related order number. Part numbers should be labelled and visible on all packages, for identification purposes. Failure to do so may result in material being returned at the vendor's expense.

SERVICE LOCATION

1. Fleet Maintenance Facility Cape Scott in the HMC Dockyard. Delivery to be made upon receipt of a request for delivery on PWGSC 942, Call-Up Against a Standing Offer or other similar forms or methods such as telephone or facsimile transceiver, but must be confirmed in writing on a PWGSC 942 form or applicable call-up document.
2. Delivery addresses as indicated below, but not limited to:

Maritime Forces Atlantic, Halifax

Delivery Address:

D207 Hazardous Materials Facility
HMC Dockyard,
Halifax N.S. B3K 5X5

Order Office:

Fleet Maintenance Facility Cape Scott (FMFCS)
Maritime Forces Atlantic
PO Box 99000 Station Forces
Halifax, N.S. B3K 5X5

DELIVERY OF SERVICES

1. Routine Requirements

Delivery required within four (4) working days. A working day is defined as between the hours of 0630 and 1700, Monday to Saturday.

2. Urgent Requirements

Urgent requirements may take place by phone or facsimile and shall be followed by a formal PWGSC 942, Call-up Against a Standing Offer. Delivery required within two (2) calendar days. A calendar day is defined as a 24-hour period immediately following the time of ordering.

3. Emergency Requirements

Emergency requirements may take place by phone or facsimile and shall be followed by a formal PWGSC 942, Call-up Against a Standing Offer. Delivery required within a maximum of 24 hours.

QUANTITY CONFIRMATION

The Vendor is to confirm the quantity to be shipped within four (4) hours of the request. The request may take place by phone, facsimile or in person.

VENDOR CONTACTS

Vendor is to supply the names and phone numbers of **two people** to contact after hours for emergency requirements.

USAGE REPORTS

1. For the period of the Standing Offer, two quarterly reports are to be forwarded within two (2) weeks following the end of each quarter to:

Procurement Supply Division/Standing Offers

FMF Cape Scott

Building D200, Rm 2354 HMC Dockyard

Maritime Forces Atlantic

PO Box 99000 Station Forces

Halifax NS B3K 5X5

ATTN: To be announced at issuance of Standing Offer

2. Dollar Usage Report shall include:

Report Headings: Company Name, Standing Offer Number, Period of Report, Opening Value of Standing Offer, Less Usage to Date and Balance Remaining.

Report Data: Call-up Number, Date of Call-up, and Call-up Value.

3. Product Usage Report shall include:

Report Headings: Company Name, Standing Offer Number, Vendor Year End/Archive Date, Year-to-Date Start Date and Period of Report.

Report Data: NATO Stock Number, Vendor Stock Number, Description, Period Quantity and Year-to-Date Quantity.

4. The period for quarterly reports shall commence with the starting date of the Standing Offer. Reports are to be received no later than the 15th of the month following the end of quarter.

5. Should no goods or services be supplied during a given quarter, a nil report must still be submitted.

6. New transactions shall be added to the report previously submitted and report totals updated.

7. Currency figures provided shall be in Canadian dollars only.

8. The Customer Services/Standing Offers cell shall also be notified within fifteen days when 75% of the Standing Offer has been expended.

9. Prices are to be quoted exclusive of taxes.

10. The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

PERSONAL PROTECTIVE EQUIPMENT

The Vendor to ensure employees have all the required personal protective equipment to perform their duties and to ensure they have had the proper training in the wear, use and maintenance of the equipment when performing duties on Department of National Defence property.

VENDOR'S PERFORMANCE

1. The Customer Services/Standing Offers cell will monitor the Vendor's performance. Performance factors will include, but are not limited to:

- (a) the ability to provide timely service;
- (b) the ability to provide quality of product; and
- (c) the ability to provide quality ongoing service.

2. If at any time the performance is deemed unsatisfactory, documentation will be forwarded to Public Works and Government Services Canada, which may result in the Standing Offer being set aside.

INSTRUCTIONS TO SUPPLIER

High quality product as defined in Canadian Government Specification Board (CGSB) specifications and contained in call-up form PWGSC-TPSGC 942 or Department of National Defence alternate form, will be required during the period of this Standing Offer.

SAFETY

The Vendor shall not consume alcoholic beverages while performing the services requested when located on Department of National Defence property.

GOVERNMENT SMOKING POLICY

Where the performance of work requires the presence of the Vendor's personnel on government premises, the Vendor shall ensure that its personnel comply with the policy of the Government of Canada, which prohibits smoking on any government premises.

SECURITY

The Vendor agrees to follow procedures as laid out by Formation Operations upon entering the confines of Maritime Forces Atlantic. Further to this, all vehicles owned or operated by the Vendor may be subject to a search at any time, in accordance with standing regulations.

USE OF CELLULAR TELEPHONES

Drivers of Vendor's vehicles are to refrain from operating cellular telephones while the vehicle is in motion on Department of National Defence property.

CONFIRMATION

1. The vendor is to confirm receipt of order documents and the availability of requested quantities within 4 hours receipt of the call up document.
2. Urgent requirements may take place by phone or facsimile, and shall be followed by a formal PWGSC 942, Call-up Against a Standing Offer.

REQUIRED VENDOR INFORMATION

1. Vendor to provide, in writing throughout the period of the Standing Offer, Order Desk Information:
 - a. **employee name (s);**
 - b. **phone number (s);**
 - c. **fax number (s);**
 - d. **cell phone number (optional); and**
 - e. **e-mail (optional).**
2. Vendor to provide, in writing throughout the period of the Standing Offer the names and phone numbers of two (2) people to contact for after hours orders in the event of an emergency.
 - a. **Emergency Contact Information:**
 - (1) **employee name**
 - (2) **phone number**
 - (3) **cell phone number**

ANNEX B
Basis of Payment

Evaluation of Price: The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Basis of Selection: An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price indicated in **Tables 1** and **2** as sub totals, will be recommended for issuance of a Standing Offer. Only one (1) Standing Offer will be issued for this requirement. The estimated quantities are for evaluated purposes only. In the event of a discrepancy, the unit prices or % discount offered (columns b, c & d) will prevail.

Table 1

Item	Description	Estimated qty per year (a)	1st Year (b)	2nd Year (c)	3rd Year (d)	Extended Total (axb) + (axc)+ (axd)
1	Grain, Abrasive, Aluminum Oxide; Medium, grade 24; 50 LB bag.	1,000 bags	\$_____ per bag	\$_____ per bag	\$_____ per bag	\$_____
Sub total for item 1						\$_____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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hal321

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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Table 2

Item	Description	Estimated qty per year (a)	1st Year (b)	2nd Year (c)	3rd Year (d)	Ext. Total a-discount% X b) + (a-discount % x c)+ (a-discount % x d)
2	Misc. items	\$3,300.00	_____ % discount	_____ % discount	_____ % discount	\$ _____
Sub total for item 2						\$ _____

