

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
Building S-111
CFB Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

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 Vehicle Parts and Accessories	
Solicitation No. - N° de l'invitation W0107-13MR01/B	Date 2014-02-28
Client Reference No. - N° de référence du client W0107-13MR01	
GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1260	
File No. - N° de dossier PET-3-39017 (906)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-04-14	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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: Cook, Wayne	Buyer Id - Id de l'acheteur pet906
Telephone No. - N° de téléphone (613) 687-6655 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

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 Canada Supply and
Services Operation
Petawawa Procurement
Building S-111
CFB Petawawa
Petawawa
Ontario
K8H 2X3

Delivery Required - Livraison exigée	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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Instrument
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications
12. Applicable Laws
13. SACC Manual Clause

B. RESULTING CONTRACT CLAUSES

Solicitation No. - N° de l'invitation

W0107-13MR01/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet906

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

W0107-13MR01

File No. - N° du dossier

PET-3-39017

CCC No./N° CCC - FMS No/ N° VME

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements
7. SACC Manual Clauses

List of Annexes:

- Annex A - Requirement
- Annex B - Basis of Payment
- Annex C - Federal Contractors Program for Employment Equity - Certification
- Annex D- Standing Offer Reporting Form

PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 7B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 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

2.1 Requirement

(i) To establish a Regional individual Standing Offer for the supply and deliver all Vehicle parts and accessories as Original Equipment Manufactured (OEM) and or equivalent products as requested for The Ontario Region of the Department of National Defence.

This Standing Offer will be for three years from 1 May 2014 to 30 April 2017.

The OEM companies listed and their subsidiaries will be included such as but not limited to:

Ford

General Motors

Chrysler/Dodge

Hyundai

Nissan

Toyota

Mercedes

Excluded items that must be purchased by other means are: Paints, Auto Body Equipment, Snowblower parts, Petroleum, Oils, Lubricants, Chemicals, Tools and Personal Protective Equipment.

(ii) Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

(iii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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.

- Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services Competitive Requirements, is amended as follows:

Delete: sixty (60) days
 Insert: one hundred and twenty(120) days

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 fifteen (15) 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 Ontario.

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

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (two hard copies) (and two soft copies on DVD)
- Section II: Financial Offer (two hard copies)
- Section III: Certifications (one hard copies)

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 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as recycled originating from a sustainably-managed forest and containing minimum 30% 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

2.1 Payment by Credit Card

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 III: 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. Financial Evaluation

1.1.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes 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 price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offerors certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

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_equality/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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. 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 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

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

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 May 2014 to 30 April 2015.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two, one-year periods, from 1 May 2015 to 30 April 2017 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Wayne Cook
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch Petawawa Office

Bldg. S-111, 2 ASG Garrison Petawawa, Ontario K8H 2X3

Telephone : 613-687-6655
Facsimile: 613-687-6656
Email: wayne.cook@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.

5.2 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.

5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : ____ ____ _____
Facsimile: ____ ____ _____
E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence Ontario Region.

7. 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 or an electronic version.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000 (Applicable Taxes included).

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$(to be filled in by PWGSC at standing offer issuance) will be amount of SOA (Applicable Taxes 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.

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 six 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.

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 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 2010A (2013-04-25) Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. as clarified on _____ or as amended on _____ and insert date(s) of clarification(s) or amendment(s) if applicable*).

11. Certifications

11.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

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

13. SACC Manual Clause

13.1 Price Lists

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

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

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

Section 16, Interest on Overdue Accounts, of 2010A (2013-04-25) will not apply to payments made by credit cards. (If no credit card is accepted, this paragraph will be deleted).

3. Term of Contract

3.1 Delivery Date

Delivery must be made within 48 hours from receipt of a call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

-
1. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B. duties are included and Applicable Taxes are extra.
2. 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.

4.2 Limitation of Price

C6000C (2011-05-16) Limitation of Price

4.3 Multiple Payments

H1001C (2008-05-12) Multiple Payments

4.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. 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.

In addition, all invoices must contain the following information:

- A) Standing Offer Number, Serial Number;
 - B) Project Authority and call-up document number;
 - C) Delivery Destination (including building number where applicable);
 - D) Product Identification and quantity;
 - E) Taxes and /or levies, shown as a separate item. Should the Contractor include any applicable taxes and or levies in the unit price, the amount or each must be indicated on the invoice; and
 - F) The address where payment is to be sent.
2. Invoices must be distributed as follows:

Solicitation No. - N° de l'invitation

W0107-13MR01/B

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-3-39017

Buyer ID - Id de l'acheteur

pet906

CCC No./N° CCC - FMS No/ N° VME

W0107-13MR01

- A. The original and one (1) copy must be forwarded to the address shown on the call-up document.

6. Insurance

G1005C (2008-05-12) Insurance

7. SACC Manual Clauses

7.1 B1501C (2006-06-16) Electrical Equipment

7.2 B7500C (2006-06-16) Excess Goods

ANNEX "A"**REQUIREMENT**

Statement of Requirement

Vehicle Parts

1. Identification

- a. The Contractor must supply and deliver all requested Original Equipment Manufacturer (OEM) Vehicle Parts to Department of National Defence in the Ontario Region Excluding the National Capital Region.

2. Standards

- a. Canadian Standards Association (CSA)
- b. Underwriters Laboratories of Canada (ULC)
- c. American National Standard Institute (ANSI)
- d. Canadian General Standard Board (CGSB)
- e. Original Equipment Manufacturers Standards

3. Foreseeable Site Hazards

- a. Access to the site is subject to the following restrictions: Troop movements, Other regulations as laid down by the Project Authority; and all possible steps will be taken to provide the Contractor with access to the area at all times. However, DND activity may require some closure of the area.

4. Administration

- a. A clear description of requirement will be provided to the Contractor on the call up against the standing offer, as per the Contractor's catalogue/price list
- b. All material request calls will be confirmed by a call-up against a Standing Offer requisition form issued by the purchaser.
- c. Invoices will contain the following:
 - i. Requisition number and work order number;
 - ii Bldg number and or location of delivery;
 - iii Material cost and mark up;

iv. Invoice must be dated, including the date the material was delivered.

5. Excluded Items

- a. Paints
- b. Auto body equipment
- c. Petroleum
- d. Oils
- e. Lubricants
- f. Chemicals
- g. Tools
- h. Personal Protective Equipment
- i. Snowblower parts

6. Equivalent Products

- a. Products that are equivalent in form, fit, function and quality to the item(s) specified in the offer solicitation will be considered where the Offeror:
 - i. designates the brand name, model and/or part number of the substitute product;
 - ii. states that the substitute product is fully interchangeable with the item specified;
 - iii. provides complete specifications and descriptive literature for each substitute product;
 - iv. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the offer solicitation; and
 - v. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
- b. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - i. the offer fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - ii. the substitute product fails to meet or exceed the mandatory performance criteria specified in the offer solicitation for that item.
- c. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the offer solicitation.

7. Delivery and Submissions

-
- a. The packing slip will accompany the delivery and will be presented to the receiving personnel upon arrival. All packing slips will denote the order number and the requisition number.
 - b. Twenty four (24) hours notice of delivery is required prior to delivery.
 - c. The Contractor must note that all deliveries will be accepted only during the time of 0730 to 1130 and 1230 to 1500 Monday to Friday unless otherwise directed.
 - d. All special order items will be delivered within the agreed upon time that was settled upon at time of order. Special order items are items will be identified at the time of call up.
 - e. The back ordered items will be delivered with as little time delay as possible, for common stocked material, delivery will be within seventy two (72) hours. For uncommon material. Delays should not exceed one (1) week.

8. Special Terms and Conditions

- a. There will be a requirement to deliver materials to workshops at the addresses specified in the call-up document..
- b. All orders will be inspected within 72 hours and report deficiencies to the Contractor.
- c. Substitution of Original Equipment Manufacturer (OEM) must be authorized by an amendment done by the Project Authority in advance of delivery.
- d. All substitution of OEM products must be equivalent in all aspects, fully interchangeable in fit, function and quality.
- e. All packages will be packed according to Requisition Number relating to packing slips. There must be a packing slip attached to each package of related items. All packing slips will denote the Client Reference Number and the Requisition Number.
- f. The Project Authority on the call-up is authorized to request material. Material delivered at the request of unauthorized person(s) shall be done at the Contractors risk with regard to payment. The end user is considered an unauthorized person.

Solicitation No. - N° de l'invitation
W0107-13MR01/B
 Client Ref. No. - N° de réf. du client
 W0107-13MR01

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PET-3-39017

Buyer ID - Id de l'acheteur
 pet906
 CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

Pricing Basis A - Vehicle Parts

Item	Original Equipment Manufacturers Vehicle	Original Equipment Manufacturers Part #	Description	Equivalent Substitution Manufacture & product #	Estimated Usage	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
1	2002 Sterling LT9513 Tractor Trailer	ABP N35 50PLA	5" Lap Clamp, Aluminum		65			
2	2009 Chev Express Truck Carry All	19235380	Rear Brake Rotors		365			
3	2004 Dodge Ram 3500 Dump	5086980AD	Lower Ball Joint, Right Side		28			
4	2004 Dodge Ram 2500	05086146-AC	Tie Rod		43			
5	2009 Omega Forklift	BP1255H3	Miniature Halogen Lamp		820			
6	2005 Chevrolet Cutaway Truck	15823962	Rear Hub Seal		78			
7	2005 Chevrolet Express Truck Panel	15214346	Wiper Blade		16			

Solicitation No. - N° de l'invitation
W0107-13MR01/B
 Client Ref. No. - N° de réf. du client
 W0107-13MR01

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PET-3-39017

Buyer ID - Id de l'acheteur
 pet906
 CCC No./N° CCC - FMS No./N° VME

8	2008 Chevrolet Express Truck Carry All	19167894	Engine oil Filter	762		
9	2012 Ford F250 Cargo 4x4	FL820 S	Filter Assembly - Oil	747		
10	Multiple	782-1079	Fuse Maxi, 40A	1520		
11	2003 Ford F150 Truck Cargo 4x4	GL 508 RM	Alternator Assembly	3		
12	Multiple	6051.03724 HAS-32	Hose Clamp, Stainless Steel, 1 9/16 - 2 1/2	1113		
13	2008 Ford Crown Victoria Sedan	3W7Z 6A715 AA	Hose Assembly (oil Cooler)	854		
14	Multiple	DYC80271 (DAYCO #)	Standard Heater Hose, 5/8" x 50' carton	673		
15	Multiple	G60650-0302	Adapter, Male SAE 45 degree Flare to Male Pipe Bracket	838		
16	2005 Dodge Ram 3500 Truck	68100252AA	Bracket	17434		
17	Multiple	G60144-0806	Adapter 8MP 6FPX90	12110		
18	Multiple	REG-0.50	Wheel Balance Weights 0.50 oz, Box of 50	1128		
19	Multiple	REG-2.75	Wheel Balance Weights 2.75 oz, Box of 50	3402		

Solicitation No. - N° de l'invitation
W0107-13MR01/B
 Client Ref. No. - N° de réf. du client
 W0107-13MR01

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PET-3-39017

Buyer ID - Id de l'acheteur
 pet906
 CCC No./N° CCC - FMS No./N° VME

20	2012 Ford F250 Cargo 4x4	BC3Z 13405 A	Lamp Assembly	100		
21	2008 Ford F250 Cargo	8C3Z 8009 B	Radiator Assembly	1349		

Pricing Basis B - Original Equipment Manufacturers (OEM) Parts

Item	Description	Estimated Usage \$	Contractor's cost plus/minus (i.e. +10% or -10%) %	Extended total price
1	OEM parts Ford	2,500		
2	OEM parts General Motors	2,500		
3	OEM parts Chrysler/Dodge	2,500		
4	OEM parts Hyundai	2,500		
5	OEM parts Nissan	2,500		
6	OEM parts Toyota	2,500		
7	OEM parts Mercedes	2,500		
8	OEM parts other than those mentioned above	5,000		

Pricing Basis C - Batteries

Item	Description	Est. Usage each	Manufacturer's Suggested List Price plus/minus (i.e. +10% or -10%) %	Extended total price
1	BCI (Battery Council International) Group 24 - All Terminal Types	15		
2	BCI Group 27 - All Terminal Types	10		
3	BCI Group 31 - All Terminal Types	108		
4	BCI Group 34 - All Terminal Types	40		

Solicitation No. - N° de l'invitation
W0107-13MR01/B
 Client Ref. No. - N° de réf. du client
 W0107-13MR01

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PET-3-39017

Buyer ID - Id de l'acheteur
 pet906
 CCC No./N° CCC - FMS No./N° VME

5	BCI Group 45 - All Terminal Types	10	
6	BCI Group 51 - All Terminal Types	5	
7	BCI Group 65 - All Terminal Types	30	
8	BCI Group 75 - All Terminal Types	5	
9	BCI Group 78 - All Terminal Types	5	
10	BCI Group 4D - All Terminal Types	15	
11	BCI Group 4DLT - All Terminal Types	45	
12	BCI Group 78DT - All Terminal Types	5	
13	BCI Group 8D - All Terminal Types	5	
14	BCI Group U1 - All Terminal Types	15	
15	Battery Group 34 - 60SACD65-60	30	
16	Battery Group 45 - EXIDE 45-60	20	
17	Battery Group 51-60 EXIDE 51-60	5	

Pricing Basis D - Other Related Items

Item	Description	Est. Usage Per Year	Markup or Discount (please specify)	Extended total price
1	For all other items not listed above, shall be computed in accordance with "Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of ____ percent"	50,000		

ANNEX C
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offerors certifications. Failure to comply with such request by Canada will also render the offer non-responsive, may result in the Standing Offer set-aside, or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Offeror certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Offeror has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Offeror certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Solicitation No. - N° de l'invitation

W0107-13MR01/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet906

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

W0107-13MR01

File No. - N° du dossier

PET-3-39017

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D"

Periodic usage report form

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 687-6656	wayne.cook@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada
 Acquisitions Branch Ontario Region
 101 Menin Rd. Garrison Petawawa
 Building S-111, Rm C-114
 Petawawa, Ontario
 K8H 2X3

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call up #	Total Billing

Or **NIL REPORT:** We have not done any business with the federal government for this period

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____