



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

Bid Receiving/Réception des soumissions

Par la poste

GRC/RCMP
Sébastien Latulippe
Services des acquisitions et des marchés
4225, boul. Dorchester
Montréal (Québec)
H3Z 1V5

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Two (2) All-terrain vehicles for the RCMP Rimouski detachment		Date 2014-07-07
Solicitation No. – N° de l’invitation 2015-0-0586-1		
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L’invitation prend fin		
At /à :	2:00p.m	EST (Eastern Standard Time) HNE (heure normale de l’Est)
On / le :	august 18th	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services Gendarmerie royale du Canada 405, Montée Ste-Odile Rimouski, Qc, G5N 0A1		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Sébastien Latulippe Agent d’approvisionnements		
Telephone No. – No. de téléphone (514) 939-8488 poste 3146		Facsimile No. – No. de télécopieur (514) 283-6475
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)		
Signature		Date



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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

For the purchase and delivery of 2 All Terrain vehicles (ATV) model year 2014 (or latest manufacturer model year) for the RCMP detachment in Rimouski, Québec. The ATVs must be the below noted specifications in Annex "A"

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.

4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

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 by the date, time and place indicated on page 1 of the bid solicitation. Interested bidders are to submit a completed bid package to the Royal Canadian Mounted Police (RCMP) Procurement and Contracting unit as follows: Bids must be submitted via courier or by mail only.

All propositions should include the cover page of this request for proposal, filled out with the supplier information.

Send your quote as below :

By posting

PROPOSAL #2015-0-0586-1

GRC/RCMP

Sébastien Latulippe

Services des acquisitions et des marchés

4225, boul. Dorchester, Montréal (Québec)

H3Z 1V5

- **Bidders cannot present their bids in person**
- Due to the nature of the requirement bids submitted by fax or Email will **NOT** be accepted



3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Quebec. (*Insert the name of the province or territory*)

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
Section II: Financial Bid

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.

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

1.1 SACC Manual Clauses

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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



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

See annex "B" mandatory technical criterias

Bidders must demonstrate that they can meet the technical specs indicated in annex B

1.2 Financial Evaluation

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

The price of the bid will be evaluated as follows:

- a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
- b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



PART 5 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

The supplier must deliver the goods requested in Annex "A"

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3.1 General Conditions

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

Section 29 - Code of Conduct and Certifications - Contract of 2010A referenced above is amended as follows:

Delete subsection 29.4 in its entirety.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before September 12th 2014.

5. Authorities

5.1 Contracting Authority

The contracting authority for the contract is :
Sébastien Latulippe
Procurement agent
Royal Canadian Mounted Police
phone : 514-939-8488 poste :3146
email : sebastien.latulippe@rcmp-grc.gc.ca

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



5.2 Project Authority

The Project Authority for the Contract is:

Name: To follow

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

6. Payment

6.1 Basis of Payment – Firm unit price

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 C for a cost of \$ _____ (to be inserted by the RCMP on Contract Award) . Customs duties are "included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

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

7. 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.



8. Applicable Laws

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

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 Articles of Agreement;
- (b) the general conditions 2010A
- (c) Annex A Requirement;
- (d) Annex C, Basis of payment
- (e) the Contractor's bid dated: to follow

10. Procurement Ombudsman

10.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

10.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

11. SACC Manual Clauses

B1000T	(2007-11-30)	Condition of Materiel
B1501C	(2006-06-16)	Electrical Equipment
B7500C	(2006-06-16)	Excess Goods
G1005C	(2008-05-12)	Insurance



ANNEX A
REQUIREMENT

Directives :

For the purchase and delivery of 2 All Terrain vehicles (ATV) model year 2014 (or latest manufacturer model year) for the RCMP detachment in Rimouski, Québec. The ATVs must be the below noted specifications.

Item No.:	Category:	Description:
A.	Year	
1.		New 2014 high performance model (ATV)
B.	ENGINE & DRIVE TRAIN:	
1.	Cylinders:	2 cylinder (minimum)
2.	Cycle:	4 Stroke
3.	Displacement:	645 CC (minimum)
4.	Cooling:	Liquid cooled
5.	Starting:	Electric
6.	Ignition & Fuel Delivery:	Electronic Fuel Injection (EFI)
7.	Exhaust:	Manufacturer Standard
8.	Braking:	Manufacturer Standard –hydraulic
9.	Transmission:	Manufacturer Standard with high, low, park, neutral and reverse. (CVT)
C.	SUSPENSION:	
1.	Front	Manufacturer Standard – Independent (9 inch clearance min.)
2.	Shocks:	Manufacturer Standard – Independent (9 inch clearance min.)
D.	DIMENSIONS:	
1.	Length:	2380 mm (minimum) and 2489 mm (maximum)
2.	Width:	N/A
3.	Height:	N/A
4.	Wheelbase:	1473 mm (minimum) and 1490 (maximum)
5.	Ground Clearance:	279 mm (minimum)
6.	Tires and wheels:	Manufacturer Standard - Steel black wheels, 6 ply tires.
7.	Fuel Tank Capacity:	20 L (minimum)



8.	Oil:	Manufacturer Standard
E.	FEATURES:	
1.	Starter:	Electric starter
2.	Headlight:	Manufacturer Standard
3.	Speedometer/ Odometer:	Manufacturer Standard (LCD gauge)
4.	Power Steering	Assisted power steering
5.	Trip/Hour Meter:	Manufacturer Standard
6.	Fuel Gauge:	Manufacturer Standard – Mechanical (minimum)
7.	Temp/Oil Light:	Manufacturer Standard
8.	Mirrors:	Manufacturer Standard (left & right)
9.	Hand & Thumb Warmers:	Manufacturer Standard - installed
10.	Seating:	Two persons Capacity (minimum)
11.	Winch	3 000lbs - installed (minimum)
12.	Primary color	Dark grey/black/blue/red
13.	Hitches:	1000 lbs (minimum) towing capacity with 2 inch hitch installed.
14.	Bumper:	Front and rear bumpers
15.	Rack:	Manufacturer Standard - Rear
16.	Shipping:	MUST be shipped assembled
17.	Manuals:	Operators, Service & Parts – hard copy or disc (English and French) one copy for EACH unit delivered.
18.	Warranty:	6 months minimum all-inclusive after-sales warranty. A combination of manufacturer and extended warranty covering the Manufacturer warranty is acceptable. Warranty service to be provided at service center. If no service center is available, Recall, Parts and/or After Sales Service must be shipped/provided within 48 hours.
19.	Pre Delivery Inspection (PDI) :	Included
20.	Tool Kits:	Manufacturer Standard – for each unit
21.	Keys:	Two(2) sets per unit
22.	Authorized Reseller:	Manufacturer’s proof identifying bidder as an authorized reseller

2.0 Delivery instructions:

Reseller must make arrangements to deliver the merchandise to the Rimouski RCMP detachment without any other charges from Monday to Friday between 09:00-15:00, Eastern standard time (EST).



**ANNEX “B”
Mandatory Technical Criteria**

Instructions

Bidders are to indicate whether or not they comply with the specification. Bidders **MUST** include a minimum of two (2) copies of the descriptive literature of the make and model of the item(s) offered in sufficient detail to clearly indicate compliance with each of the individual requirements from the specifications detailed herein. Bidders should specifically cross reference where this specification is located within technical data sheets or brochure. When published documentation does not demonstrate compliance, a written narrative demonstrating compliance will be accepted.

Bidders must address each Performance Specification listed in the table below and indicate; by checkmark, whether the product offered "Meets" or "Does not Meet" the requirement.

Bids which do not meet all of the Performance Specifications listed below will be deemed non-compliant and given no further consideration.

1. Mandatory Technical Criteria:

Item		Meets	Not Met	Page Number Reference
A.	The All-Terrain vehicles must:			
1.	Be from a manufacturer/reseller who has demonstrated acceptability by manufacturing and/or selling this type and size class of vehicle for at least 1 year. (Documentation Required)			
2.	Conform to all applicable laws, regulations and industrial standards governing manufactures, safety, noise levels and pollution in effect in Canada at the time of manufacture. (Documentation Required)			
B.	If the bidder is a reseller and not the manufacturer of the unit offered, the bidder must submit; with their bid, proof from the manufacturer of being an authorized reseller for the unit offered.			



2. Mandatory Performance Specifications

Item No.:	Category: Year	Description:	Meets or Exceeds	Not Met	Page Number Reference
A.	Year				
1.	2014	New 2014 high performance model (ATV) (or most current model of manufacture production)			
B.	ENGINE & DRIVE TRAIN:				
1.	Cylinders:	2 cylinder (minimum)			
2.	Cycle:	4 Stroke			
3.	Displacement:	645cc minimum			
4.	Cooling:	Liquid cooled			
5.	Starting:	Electric			
6.	Ignition & Fuel Delivery:	Electronic Fuel Injection (EFI)			
7.	Exhaust:	Manufacturer Standard			
8.	Braking:	Manufacturer Standard –hydraulic			
9.	Transmission:	Manufacturer Standard with high, low, park, neutral and reverse. (CVT)			
C.	SUSPENSION:				
1.	Front	Manufacturer Standard – Independent (9 inch clearance min.)			
2.	Shocks:	Manufacturer Standard – Independent (9 inch clearance min.)			
D.	DIMENSIONS:				
1.	Length:	2380 mm (minimum) and 2489 mm (maximum)			
2.	Width:	N/A			
3.	Height:	N/A			
4.	Wheelbase:	1473 mm (minimum) et 1490 (maximum)			
5.	Ground Clearance:	279 mm (minimum)			
6.	Tires and wheels:	Manufacturer Standard - Steel black wheels, 6 ply tires.			
7.	Fuel Tank Capacity:	20 L (minimum)			
8.	Oil:	Manufacturer Standard			
E.	FEATURES:				
1.	Starter:	Electric starter			
2.	Headlight:	Manufacturer Standard			
3.	Speedometer/ Odometer:	Manufacturer Standard (LCD gauge)			
4.	Power Steering	Assisted power steering			
5.	Trip/Hour Meter:	Manufacturer Standard			
6.	Fuel Gauge:	Manufacturer Standard – Mechanical			



		(minimum)			
7.	Temp/Oil Light:	Manufacturer Standard			
8.	Mirrors:	Manufacturer Standard (left & right)			
9.	Hand & Thumb Warmers:	Manufacturer Standard - installed			
10.	Seating:	2 people Capacity			
11.	Winch	3 000lbs - installed (minimum)			
12.	Primary color	Dark grey/black/ blue/red			
13.	Hitches:	1000 lbs (minimum) towing capacity with 17/8 inch hitch installed.			
14.	Bumper:	Front and rear bumpers			
15.	Rack:	Manufacturer Standard - Rear			
16.	Shipping:	MUST be shipped assembled			
17.	Manuals:	Operators, Service & Parts – hard copy or disc (English and French) one copy for EACH unit delivered.			
18.	Warranty:	6 months minimum all-inclusive after-sales warranty. A combination of manufacturer and extended warranty covering the Manufacturer warranty is acceptable. Warranty service to be provided at service center . If no service center is available, Recall, Parts and/or After Sales Service must be shipped/provided within 48 hours.			
19.	Pre Delivery Inspection (PDI) :	Included and obligatory			
20.	Tool Kits:	Manufacturer Standard – for each unit			
21.	Keys:	Two(2) sets per unit			
22.	Authorised reseller	Manufacturer's proof identifying bidder as an authorized reseller			



ANNEX “C” - Basis Of Payment

- A. Prices are firm unit.
- B. Firm unit prices are in Canadian Dollars.
- C. Firm unit prices are FOB Destination Trois-Rivieres, including Customs Duties and Excise Taxes, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable..

Requirement	Qty:	Firm Unit Price
New 2014(or most current model of manufacture production)All Terrain Vehicle	2	\$ _____

Make and Model Offered: _____

Year: _____

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.

Bidder Signature

Date