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TITLE: Insect Repellent

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six 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 6B, Resulting Contract Clauses:

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

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:

- Annex A - Requirement
- Annex B - Basis of Payment
- Annex C - Technical Evaluation

2. Summary

Requesting a Regional Individual Standing Offer (RISO) for the supply and delivery of **Insect Repellent** for **Department of National Defence to CTC Schools in Oromocto New Brunswick, Trenton Ontario and Kingston Ontario** on an "as and when" requested basis for a period of one year of from **01 April, 2015 to 31 March, 2016**, with the option to renew for up to three (3) additional one year periods.

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

«The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT) and Canada-Peru/Canada-Colombia/Canada-Panama Free Trade Agreements.»

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) (<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 (2014/09/25) 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 twenty (120) days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

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.

Due to the nature of the Request for Standing Offers, transmission of offers by electronic mail will NOT be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer **Authority no later than ten (10) 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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 **New Brunswick**.

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 (1 hard copy)
Section II: Financial Offer (1 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) (<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 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 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. **(Annex C)**

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.

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. Technical Evaluation

1.1.1 Mandatory Technical Criteria
(Mandatory Technical Criteria as specified in Annex C)

1.2 Financial Evaluation

SACC Reference	Section	Date
M0220T	Evaluation of Price	2013/04/25

2. Basis of Selection

SACC Reference	Section	Date
M0031T	Basis of Selection - Mandatory Technical Criteria Only	2007/05/25

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer 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 Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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 (2014/05/29) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **01 April, 2015 to 31 March, 2016**.

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 **up to three (3) additional one (1) year periods** 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 one day 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:

Charlotte Drisdelle

Supply Officer
Public Works and Government Services Canada
Acquisitions Branch and Compensation Services
1045 Main Street, 3rd Floor, Unit 108
Moncton, New Brunswick
E1C 1H1

Telephone: 506-851-6948

Facsimile: 506-851-6759

E-mail address: charlotte.drisdelle@pwgsc-tpsgc.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 (Offeror please complete and provide with offer)

Placing Orders:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

General Enquiries:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
DND for CTC Schools in Oromocto New Brunswick, Trenton Ontario and Kingston Ontario.

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, Facsimile or electronic document.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40,000.00** (Applicable Taxes included).

9. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$45,000.00*** (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 two (2) 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.

*Option Periods

Estimated Financial Limitation for four years is \$180,000.00 (Applicable Taxes excluded)

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 (2014/09/25)**, General Conditions - Standing Offers - Goods or Services;
- d) the general conditions **2010A (2014/09/25)**, General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment; and
- g) Annex C, Technical Evaluation
- h) the Offeror's offer dated _____ .

11. Certifications

11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, 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 **New Brunswick**.

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 (2014/09/25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A (2014/06/26), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be made **within fourteen (14) calendar** days from receipt of a call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

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 as specified in **Annex "B", Basis of Payment**. Customs duties are included and Applicable Taxes are extra.

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

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

4.3 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

4.3 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.
2. Invoices must be distributed as follows:

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

6. SACC Manual Clauses

SACC Reference	Section	Date
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

7. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) **DND for CTC Schools in Oromocto New Brunswick, Trenton Ontario and Kingston Ontario** Incoterms 2000 for shipments from a commercial contractor.

INSECT REPELLENT - MANDATORY REQUIREMENTS

1. General

The Combat Training Centre (CTC) located at 5CDSB Gagetown has a requirement to procure insect repellent in support of CTC Schools in New Brunswick and Ontario.

2. Background

CTC has subordinate Schools which conduct numerous annual summer field training exercises. These field training exercises involve several thousands of soldiers both Staff and Students working in outdoor environments. This imposes an ongoing challenge of protecting these personnel from mosquitoes and the diseases they carry. CTC requires a product that has the correct chemical compound to protect soldiers in mosquito infested environments, a container that can withstand the rigors of military training and is affordable. CTC has allowed Schools to purchase insect repellent locally by means of low value local purchase however; Schools are having difficulty finding a product that has the required specifications for reasonable cost. Two major drawbacks in purchasing off the shelf products is they are contained in poorly constructed containers that are not suitable for the rigors of military field training are they are not cost effective.

3. Scope

CTC requires an Offeror to supply and deliver insect repellent to CTC Schools in Oromocto New Brunswick, Trenton Ontario, and Kingston Ontario on an as required basis. The Standing offer will be in effect from 01 April, 2015 to 31 March, 2016, with the option to extend for an additional three (3) one year periods.

4. Deliverables

4.1 Volume Requirements:

School	Location	Estimated Annual Usage by 55ml - 65 ml Unit
Royal Regt of Canada Artillery School	Oromocto, NB	1000
Royal Canadian Armoured Corps School	Oromocto, NB	1100
Tactics School	Oromocto, NB	550
Infantry School	Oromocto, NB	5500
Canadian Forces School of Military Engineering	Oromocto, NB	2750
Canadian Army Advanced Warfare Centre	Trenton, ON	880
Canadian Forces School of Communications and Electronics	Kingston, ON	330

5. Constraints

5.1 DND reserves the right to terminate any call up derived from this Standing Offer if receipt of goods is not made by the designated dates.

6. Mandatory Product Specifications

6.1 Chemical Composition - 30% DEET with 70% ISOPROPYNOL by volume.

6.2 Dispersing Method

6.2.1 Squeeze bottle with dispersing hole on top.

6.2.2 Screw-on cap which threads tightly onto bottle

6.2.3 Bottle made of soft malleable plastic, resistant to cracking.

6.3 Mandatory Unit size – minimum 55 - 65ml maximum.

7. Call-Ups

7.1 Minimum quantity for individual Call-Ups will be 300 Units.

7.2 Offeror will confirm receipt of call-up and availability of requested supplies within five (5) working days. Delivery will be made within fourteen (14) days of receipt of request.

7. Delivery

8.1 Scheduling - All deliveries are to be scheduled with Schools' Point of Contacts (POC) indicated on individual call-ups and to be completed within normal working hours of 07:30 to 16:00 hrs, local time, Monday to Friday, unless alternate arrangements have been made. Each call-up will indicate the exact address within the identified locations listed in paragraph 7.3 where delivery will be required.

8.2 Location - Delivery will be made to the destination provided in the call-up. Locations include:

- Combat Training Centre Gagetown, Oromocto, New Brunswick
- Canadian Forces Base Kingston, Kingston, Ontario
- Canadian Forces Base Trenton, Trenton, Ontario

1. Bidders MUST submit pricing for each year.
2. All estimated usages are included for evaluation purposes only and do not represent a commitment on behalf of Canada.
3. Standing Offer year
 - 3.1 Initial Year: 01 April 2015 to 31 March 2016
 - 3.2 Option Year #1: 01 April 2016 to 31 March 2017
 - 3.3 Option Year #2: 01 April 2017 to 31 March 2018
 - 3.4 Option Year #3: 01 April 2018 to 31 March 2019

4. PRICING

Item	Location	Estimated Annual Usage	Initial Year 01 April 2015 to 31 March 2016	Option Year 1 01 April 2016 to 31 March 2017	Option Year 2 01 April 2017 to 31 March 2018	Option Year 3 01 April 2018 to 31 March 2019	Total Price (CDN) including all 4 years delivery included
1	Combat Training Centre Gagetown, Oromocto, NB	10,900 Units	\$	\$	\$	\$	\$
2	Canadian Forces Base Kingston, Kingston, ON	330 Units	\$	\$	\$	\$	\$
3	Canadian Forces Base Trenton, Trenton, ON	880 Units	\$	\$	\$	\$	\$
4		Total Cost	\$	\$	\$	\$	\$
5		Applicable taxes	\$	\$	\$	\$	\$
6		Total	\$	\$	\$	\$	\$

EVALUATION CRITERIA

REQUIREMENT: Insect Repellent

MANDATORY REQUIREMENTS

At the date of bid closing, it is understood by the parties submitting offers that to be considered valid, **an offer MUST meet all of the following mandatory specifications and requirements.**

Each specification and requirement must be evaluated separately. Offerors are requested to indicate, in the column provided, the relevant page number(s) from your offer, specifications and descriptive literature which address each specification and requirement. Offers must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

The complete specifications and/or descriptive literature **should be submitted with the offer** but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted with the offer, the Standing Offer Authority will so inform the offeror and provide the offeror with a time frame within which to meet this 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.

Any offer which fails to meet all mandatory specifications and requirements will be deemed non-responsive.

Any deviations MUST be approved, in writing, PRIOR to bid closing by the Standing Offer Authority.

Any changes to the requirement and/or questions will be answered with an amendment to the solicitation and posted on «Buy and Sell» - Government Electronic Tendering Service (GETS). www.buyandsell.gc.ca

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

Insect Repellent as per the following Mandatory Specifications and Requirements.		Comply	Ref PAGE #	FOR EVALUATION PURPOSES by DND		
				Indicate YES <i>or</i> NO	MET	NOT MET
M1	Chemical Composition must be 30% DEET with 70% ISOPROPYNOL by volume					
M2	Must be contained in a squeeze bottle with dispersing hole on top					
M3	Must have a screw-on cap which threads tightly onto bottle					
M4	Bottle must be made of a soft malleable plastic, resistant to cracking					
M5	Individual Unit bottle size must have a capacity of between a minimum of 55ml to 65ml maximum					
M6	Offeror must deliver to all locations as specified at Annexes A and B					