

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

1550, Avenue d'Estimauville
1550, D'Estimauville Avenue

Québec
Québec
G1J 0C7

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

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet Packaged Petroleum Products	
Solicitation No. - N° de l'invitation W0106-14R192/A	Date 2015-02-16
Client Reference No. - N° de référence du client W0106-14R192	GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-006-16337
File No. - N° de dossier QCN-4-37307 (006)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-30	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée VOIR DOC	
Address Enquiries to: - Adresser toutes questions à: Lamarre, Jacynthe	Buyer Id - Id de l'acheteur qcn006
Telephone No. - N° de téléphone (418)649-2776 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE PHL - EDIFICE 260 GARNISON VALCARTIER COURCELETTE Québec G0A4Z0 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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File No. - N° du dossier

QCN-4-37307

Buyer ID - Id de l'acheteur

qcn006

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

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PART 1 - GENERAL INFORMATION

1.1 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; and |
| 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;

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" – List of products and Basis of Payment; and Annex "C" - Periodic Usage Reports – Standing Offer.

1.2 Summary

- (i) To supply when needed, various automotive petroleum products as motor oil, transmission fluid, all-purpose grease, petroleum and antifreeze.
- (ii) This requirement is for the Department of National Defence (DND), Petroleum, Oil and Lubricants (POL) Section of the 5th Canadian Service Battalion, Valcartier Garrison, Québec.
- (iii) One Standing Offer will be issued for an estimated amount of \$140,000. for a firm two-year period.
- (iv) Period of the Standing Offer : from the date of the Standing Offer to March 31, 2017 with a possibility of two (2) additional periods of one (1) year each.
- (v) As per the Integrity Provisions under section 01 of Standard Instructions [2006](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.
- (vi) 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)."

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1.3 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

2.1 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: 60 days
Insert: 90 days

2.2 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.

2.3 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 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.

2.4 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 Quebec.

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

3.1. 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)
Section III: Certifications (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. It is the responsibility of the offeror to provide all information to evaluation the offer and products offered, including if needed the data sheets and other supporting documents.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment of the Annex "B". Prices must be presented "Delivery at Destination" - Valcartier Garrison, transportation and unloading fees included. The total amount of Applicable Taxes must be shown separately.

3.1.1 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.

3.1.2 Exchange Rate Fluctuation

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Financial Evaluation

4.1.1.1 Evaluation of Price

SACC Manual Clause [M0220T](#) (2013-04-25), Evaluation of Price

4.1.2 Bids Evaluation

The TOTAL price of all the items for the firm period and the two (2) optional periods will be considered for the evaluation of the offers.

The responsive offer with the lowest evaluated TOTAL price will be recommended for issuance of a Standing Offer.

For sizes different from the ones requested, a maximum deviation of 10% (increase or decrease) will be accepted. Offers not complying with this requirement will be considered non-responsive.

The quoted unit price will be calculated on the requested sizes. The rule of three will be used for items smaller or bigger than the requested size in the 10% limit.

Example: Quoted Unit Price: \$230.00
Offered size: 50 kg
Requested size: 54.5 kg

$$\$230.00 \div 50 \text{ kg} \times 54.5 \text{ kg} = \$250.70$$

The price of \$250.70 for 54.5 kg will then be considered for the evaluation. However, the offered size and the quoted price will be listed on the Standing Offer (\$230.00 for 50 kg).

4.1.3 Firm Price and/or Rate

SACC Manual Clause M0019T (2007-05-25), Firm Price and/or Rate

4.2 Basis of Selection

SACC Manual Clause M069T (2007-05-25), Basis of Selection

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.

5.1 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 inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

5.1.1 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.

5.1.2 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 [Employment and Social Development Canada-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

6.1 Offer

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

6.2 Security Requirements

There is no security requirement applicable to this Standing Offer.

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

6.3.1 General Conditions

[2005 \(2014-09-25\)](#). General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

6.3.2.1 Periodic Usage Reports – Standing Offer

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 "C". 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" as follow :

- one copy to the PWGSC Standing Offer Authority; and
- one copy to the POL Section, Building 260, Valcartier Garrison.

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 ten (10) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of the Standing Offer to March 31, 2017.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional periods of one (1) year each, from April 1, 2017 to March 31, 2019 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name Jacynthe Lamarre
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 418-649-2776
Facsimile: 418-648-2209
E-mail address: jacynthe.lamarre@tpsgc-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.

6.5.2 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.

6.5.3 Offeror's Representative

The Offeror's Representative is :

Name _____

Title: _____

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Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Department of the National Defence (DND), POL section, building 260, Valcartier Garrison.

6.7 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.*

6.8 Limitation of Call-ups

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

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$140,000.00 (*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 three (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.

6.10 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 (2014-11-27), General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, List of products and Basis of Payment;
- g) the Offeror's offer dated _____.

6.11 Certifications

6.11.1 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.

6.12 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 Quebec.

6.13 Price Adjustment – Petroleum Product

SACC Manual Clause M3501C (2008-05-12), Price Adjustment – Petroleum Product

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.

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010A (2014-11-27), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A (2014-11-27) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

Basis of Payment – Firm prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. 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.

6.4.2 Multiple Payments

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

6.4.3 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

6.5 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.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Department of National Defence
CFB - Valcartier Garrison,
POL Section, Building 260
Courcellette, Que. G0A 4Z0

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.6 Insurance

SACC Manual clause G1005C (2008-05-12), Insurance

6.7 SACC Manual Clauses

A9006C (2012-07-16), Defence Contract;
B1505C (2006-06-16) Shipment of Hazardous Materials;
B4019C (2007-11-30), United States Military Specifications and Standards;
B7500C (2006-06-16), Excess Goods;
D0018C (2007-11-30), Delivery and Unloading;
D2025C (2013-11-06), Wood Packaging Materials;
D3010C (2014-06-26), Delivery of Dangerous Goods/Hazardous Products;

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D3015C (2014-09-25), Dangerous Goods/Hazardous Products / Labelling and Packaging Compliance;
D5540C (2010-08-16), ISO 9001-2008 Quality Management Systems – Requirements (Quality Assurance CodeQ);
D6010C (2007-11-30), Palletization.

6.8 Shipping Instructions – Delivery at Destination

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

Delivered Duty Paid (DDP) to Department of National Defence, Valcartier Garrison, Courcelette, Québec, Incoterms 2000 for shipments from a commercial contractor.

ANNEX A – REQUIREMENT

PACKAGED PETROLEUM PRODUCTS

DEPARTMENT OF NATIONAL DEFENCE (DND) 5th CANADIAN SERVICE BATTALION (5 CDN SVC BN) – VALCARTIER GARRISON

PURPOSE

1. The purpose of this document is to provide general and specific requirements for the supply of various automotive petroleum products: motor oil, transmission fluid, all-purpose grease, naphtha, antifreeze, etc.

BACKGROUND

2. The mandate of the Petroleum, Oil and Lubricants (POL) Section of 5 Canadian Service Battalion is to supply the various units of Valcartier Garrison with the products they need to maintain the DND fleet of commercial and military vehicles.

DESCRIPTION OF REQUIREMENT

3. Supply, solely as required and on request, for the 5TH Canadian Service Battalion, Valcartier Garrison, the petroleum products described in Annex "B" attached, in accordance with the military standards and specifications applicable to each product requested.

GENERAL

Liability and delivery time frames

4. Call-ups against this standing offer may be placed with the supplier by designated DND officials only, stationed at the POL section, Building 260, 5th Canadian Service Battalion, Valcartier Garrison.
5. The supplier must inform the designated DND official of the availability of the product within 24 hours of receiving an information request or order. If the product is available, it shall be delivered within seven (7) business days of receiving the order.
6. The supplier must be able to occasionally, for urgent requests, provide next-day delivery of orders placed before noon.
7. Working days are from Monday to Friday, including construction holidays but excluding statutory holidays.
8. Statutory holidays are New Year's Day, Good Friday, Easter Monday, Victoria Day, Saint-Jean-Baptiste Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.
9. Regular hours are from 7:30 a.m. to 4:00 p.m. on working days.
10. The supplier must provide, on request, fact sheets and analysis certificates demonstrating products' conformity with the specifications listed in Annex B.
11. The supplier must be able to supply all of the products requested in Annex B.

ANNEX A – REQUIREMENT

PACKAGED PETROLEUM PRODUCTS

DEPARTMENT OF NATIONAL DEFENCE (DND)
5th CANADIAN SERVICE BATTALION (5 CDN SVC BN) – VALCARTIER GARRISON

Order instructions

12. Quantities delivered shall not exceed those indicated in the Call-Up Against a Standing Order, with the exception of the surplus required to fill to capacity the last case or drum. Partial or incomplete deliveries shall not be accepted without the consent of the DND representative.
13. The minimum shipping quantity shall be, depending on the product, one case or one drum.
14. If there are sufficient quantities, the product shall be delivered on refundable or non-refundable pallets. Refundable pallets shall be returned for credit.
15. Drums supplied under this Standing Offer must be sealed with "Tri-Sure" or "Rieke" fluid seals. The Supplier shall identify drums by either embossing them with the Company name, symbol, crest or hallmark; by attaching a metal plate to the drum; by stencilling; or by some other means acceptable to Canada.

The price for refundable drums must be included in the unit price because they will not be returned to the supplier.
16. Requested sizes must be respected to a maximum of 10% (smaller or bigger), i.e., for a request for 500 mL, we will accept formats between 450 mL and 550 mL.

Labeling/markings

17. The Contractor must ensure that the manufacturer's name, the specifications, the batch number and the product's date of manufacture are indicated on the product's container. An adhesive label of the highest commercial standard must be affixed to the container. Over-labelling of containers is not permitted.

At minimum, labels must include the following information:

- a) NATO Stock Number (NSN);
- b) NATO Code Number if applicable (e.g., O-148);
- c) Product description AND specification (e.g., Lubricating Oil, Aircraft Turbine Engine, Synthetic, MIL-PRF-7808(L) Grade 3);
- d) Fill date OR date of manufacture (month and year required, e.g., 05-05);
- e) Original manufacturer's name with batch number (a numeric or alphanumeric code to trace the container to a manufacturer's specific batch) (contractor's name optional);
- f) Weight OR volume of contents;
- g) Re-inspect date (e.g., Re-inspect 05-07); and
- h) NATO expiry date (72 months following date of manufacture) where NATO Code number applicable.

Where these marking requirements cannot be fully met, the missing information must be provided by the

ANNEX A – REQUIREMENT

PACKAGED PETROLEUM PRODUCTS

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offeror on self-adhesive labels accompanying the product. These labels must be affixed to the individual containers as soon as any outer packaging is removed in order to ensure that no existing information is hidden or over labeled by the user.

Re-inspect date and NATO information (NSN, NATO Code, NATO expiry date) are optional for items of non-military specification.

Qualified products (Mil-PRF-7870, Mil-PRF-2104, Mil-PRF-5606, SAE J2360)

18. Material identified in the Canadian or the U.S. qualified products list by a qualification reference number shall be supplied. The supplied material shall comply with all conditions set forth in the qualified certificates or the letter of recognition that was granted for this material.

Ability to track parts

19. The Contractor must retain, maintain and keep available for review, for three (3) years following delivery of the last item under the contract, records of the manufacturer sufficient to constitute proof of origin. Such records include the following:
 - a. sufficient information to identify the item by type, class, style, grade (including lot or batch number), cast number, the source of the part, and the date and place of manufacture, as appropriate;
 - b. the name and description (or other positive identification) of, and the application issue of, the specification, drawing, process and inspection requirements, as appropriate;
 - c. records of all inspections and tests carried out, including those carried out on behalf of either the manufacturer or the Contractor;
 - d. copies of any certificate of conformance or certificate of compliance issued by the manufacturer; and
 - e. any other relevant technical data.

ANNEX B – LIST OF DELIVERABLES AND BASIS OF PAYMENT

Item	NATO	Description	Specification/ Standard	Requested Sizes	Approx. quantity for 1 year	UD	Offered Brand	Product #	Offered Size	Firm Period Firm unit price from the date of SO to 31/03/2017	Total price (firm period)	Optional Period 1 Firm unit price from 01/04/2017 to 31/03/2018	Total price (optional period 1)	Optional Period 2 Firm unit Price from 01/04/2018 to 31/03/2019	Total price (optional period 2)	TOTAL (firm period + optional periods)
1	21-578-0394	Napha, camping fuel, Shelf life of 36 months. *	CAN/CGSB-3.27-2012	3.78 L	1 500	CO				\$ _____ / liter	\$ _____	\$ _____ / liter	\$ _____	\$ _____ / liter	\$ _____	\$ _____
2	21-578-0405			205 L	24	DR				\$ _____ / liter	\$ _____	\$ _____ / liter	\$ _____	\$ _____ / liter	\$ _____	\$ _____
3	21-859-2804	Lithium/calcium all-purpose EP-1 grease	Grade NLGI- 1	54.5 kg	12	EA				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	21-878-1823			400 g	500	EA				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	00-542-1430	All-purpose lubricating oil	Military Specification PRF-7870D	Case of: 6 x 1 US gallon	12	CS				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	00-265-5408	Hydraulic fluid, petroleum	Military Specification PRF-5606H3	205 L	12	DR				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	00-252-5383			Case of: 24 X 1 QRT	12	CS				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	01-421-1432	Very high performance lubricant for diesel engines, 15W-40	Military Specification PRF-2104J	205 L	10	DR				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	01-421-1424			19 L	15	CO				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10	01-035-5390	Gear oil (transmission) SYN NA 75W-90	SAE specification J2360 (Apr 2012)	1 L	300	EA				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11	21-898-1598			19 L	30	CO				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
12	01-464-5096	Green ethylene glycol coolant (antifreeze)	CID A-A52624 (CID = commercial item description)	205 L	30	DR				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
13	20-004-0711			3.78 L	200	CO				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Unit prices are firms and include the transportation and unloading fees to destination, the custom duties (if applicable), the environmental charge and the price for refundable drums because they will not be returned to the supplier. GST and PST are excluded.

TOTAL : \$ _____

* Distribution Cost (Items 1 and 2) : bidder must indicate the price per liter in addition to the reference price of the "Oil Buyers Guide". This price must include, but is not limited to, profit, administrative expenses, delivery expenses to destination (CFB Valcartier), unloading and any other expenses related to product distribution (excluding taxes).

Basis cost used to determine unit prices is based on the average price, published in the OBG (Oil Buyers Guide) for Quebec, on the specified dates preceding each effective date. Unit prices shall be adjusted on the relevant unit prices adjustment effective date only (each Friday). Any adjustment will be in Canadian dollars per liter and shall be rounded to four decimal places. All unit price changes will be subject to verification by the designated contract authority at Public Work and Government Services Canada (PWGSC). The supplier and the purchasing authority will be notified by writing of the changes made to the unit prices.

ANNEXE « C »

Periodic Usage Reports – Standing Offer

Regional Individual Standing Offer (RISO)

W0106-14R192, Packaged Petroleum Products

Offeror's Name : _____

Report period : from _____ to _____

Date	Identified User Name	Quantity	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total amount :			\$

Signature : _____

Date (YYYY-MM-DD) : _____