

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

<b>Title - Sujet</b> Light Utility Vehicles 4X4	
<b>Solicitation No. - N° de l'invitation</b> W8476-155227/B	<b>Date</b> 2015-02-17
<b>Client Reference No. - N° de référence du client</b> W8476-155227	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HP-371-66792	
<b>File No. - N° de dossier</b> hp371.W8476-155227	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-03-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Modérie, Christine	<b>Buyer Id - Id de l'acheteur</b> hp371
<b>Telephone No. - N° de téléphone</b> (819) 956-3970 ( )	<b>FAX No. - N° de FAX</b> (819) 953-2953
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Vehicles & Industrial Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

W8476-155227/B

Amd. No. - N° de la modif.

File No. - N° du dossier

hp371W8476-155227

Buyer ID - Id de l'acheteur

hp371

CCC No./N° CCC - FMS No/ N° VME

W8476-155227

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**This bid solicitation cancels and supersedes previous bid solicitation number  
W8476-155227/A dated 4 December 2014 with a closing of 14 January 2015 at 2:00 p.m.  
EST.**

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## **PART 1**

### **GENERAL INFORMATION**

#### **1. Requirement**

Canada is seeking proposals to procure:

- 1.1 One (1) Light Utility Vehicle, 2 seats 4X4 (UTV) and related items as described in Annex "A" - Pricing and in accordance with Annex "B" - Purchase Description Light Multipurpose Utility Vehicle 4X4 Gasoline Engine ECC140297, dated January 28, 2015.
- 1.2 Irrevocable options identified in Annex "A"- Pricing.
  - 1.2.1 The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
  - 1.2.2 The options may be exercised in whole or in part and on more than one occasion at the sole discretion of Canada, up to the maximum quantity identified in Annex "A"- Pricing.
  - 1.2.3 The options may be exercised within twelve (12) months after contract award.

#### **2. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

#### **3. Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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## 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 *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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 only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than seven (7) 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 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 Ontario.

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.

#### **5. Environmental Considerations**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement, for this solicitation:

- Offerors / suppliers are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Offerors / suppliers should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.

#### **6. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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## 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 (2 hard copies);
- Section II: Financial Bid ( 1 hard copy);
- Section III: Certifications (2 hard copies);
- Section IV: Additional Information (2 hard copies)

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>). To assist Canada in reaching its objectives, bidders should:

- 1) use 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.

### 2. 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.

Bidders should complete and submit with their bid the following;

- Appendix "1" - Technical Information Questionnaire

#### 2.1 Substitutes and Alternatives

Bidders may propose substitutes and alternatives where "**shall<sup>(E)</sup>**" is indicated in the technical requirement description (Purchase Description/Statement of Requirement/Statement of Work). Offerors / suppliers are encouraged to offer or suggest green solutions whenever possible.

2.1.1 Substitutes and alternatives that are equivalent in form, fit, function and performance will

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be considered for acceptance by the Technical Authority where the Bidder:

- (a) Clearly identifies a substitute and/or an alternative;
- (b) Designates the brand name, model and/or part number of the substitute and/or of the product, where applicable;
- (c) States that the substitute product is fully interchangeable with the item specified in the technical requirement description;
- (d) Provides complete specifications and brochures, where applicable;
- (e) Provides compliance statements that include technical details showing the substitute and/or the alternative meet all technical requirements specified in the technical requirement description; and
- (f) Clearly identifies those areas in the technical requirement description and in the brochures that support the substitute and/or the alternative compliance with the technical requirements.

2.1.2 Substitutes and alternatives offered as equivalent in form, fit, function and performance will not be considered for acceptance by the Technical Authority if:

- (a) The bid fails to provide all of the information requested to allow the Technical Authority to fully evaluate the evaluate the equivalency; or
- (b) The substitute and/or the alternative fail to meet or fail to exceed the technical requirements specified in the technical requirement description.

### **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **3.1 Exchange Rate Fluctuation Risk Mitigation**

3.1.1 The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form [PWGSC-TPSGC 450](#), Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.

3.1.2 The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.

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3.1.3 The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).

3.1.4 At time of bidding, the Bidder must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#), for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.

3.1.5 Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

#### **4. Section III: Certifications**

Bidders must submit the certifications required under Part 5 - Certifications.

#### **5. Section IV Additional Information**

Canada requests that bidders submit the following information:

##### **5.1 Delivery**

###### **5.1.1 Firm Quantity**

While delivery of the vehicle is requested by July 31, 2015, the best delivery that can be offered is as follows:

**Item 001** Quantity one (1) Light Utility Vehicle, 2 seats 4X4 (UTV) and related items will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract.

###### **5.1.2 Optional Quantity**

If an option is exercised, the best delivery that can be offered is as follows:

**Item 002** up to two (2) Light Utility Vehicle, 2 seats 4X4 (UTV) and related items will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract.

##### **5.2 Manufacturer's Standard Warranty Period**

Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the vehicle/equipment and its component that exceeds the minimum warranty period of twelve (12) months.

## **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 Mandatory Technical Evaluation Criteria**

##### **1.1.1 Mandatory Proof of Compliance**

Bidders must submit, with their bid, all proof of compliance required in the Annex B – Purchase Description and the Appendix 1 - Technical Information Questionnaire.

##### **1.1.2 Substitutes and/or Alternatives**

Bidders proposing substitutes and/or alternatives must provide all the information as detailed in Part 3, Section 2 - Substitutes and Alternatives to be considered for evaluation.

#### **1.2 Mandatory Financial Evaluation Criteria**

**1.2.1** Bidders must provide, with their bid, the financial information requested in the bid solicitation and at Annex A - Pricing for items 001 and 002.

**1.2.2** The prices of the bid Bids must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, for the firm quantity for item 001 and FCA Free Carrier at Contractor's Canadian facility, Incoterms 2000 for optional quantities item 002. Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

##### **1.2.3 Aggregate Evaluated Price**

Bids will be evaluated on an aggregate price basis for the firm quantity, optional quantity and familiarization instruction/training (option) as follows:

- a) the firm unit price for the firm quantity, the optional quantity and familiarization instruction/training (option) will be multiplied by their identified estimated quantities; and
- b) the sum of all results will determine the aggregate evaluated price.

### **2. Basis of Selection**

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

## PART 5

### CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

#### **1. Certifications Required Precedent to Contract Award**

##### **1 Integrity Provisions – Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. 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 - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

#### **2. Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

## 2.1 Product Conformance

The Bidder certifies that all vehicles/equipment proposed conform, and will continue to conform throughout the duration of the contract, to all technical specifications of the purchase description(s).

This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Requirement

1.1 The Contractor must deliver One (1) Light Utility Vehicle, 2 seats 4X4 (UTV) and related items as described in Annex "A" - Pricing and in accordance with Annex "B" - Purchase Description Light Multipurpose Utility Vehicle 4X4 Gasoline Engine ECC140297, dated January 28, 2015.

1.2 The Contractor grants to Canada irrevocable options identified in Annex "A" - Pricing.

1.2.1 The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

1.2.2 The options may be exercised in whole or in part and on more than one occasion at the sole discretion of Canada, up to the maximum quantity identified in Annex "A" - Pricing.

1.2.3 The options may be exercised within Twelve (12) months after contract award.

### 1.3 Optional Extended Warranty Period (if applicable)

The Contractor grants to Canada the irrevocable option to extend the warranty period for an additional (to be inserted by PWGSC at time of contract award) months, under the same terms and conditions and at the price stated in the Contract at Annex "A" - pricing. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option within ninety (90) calendar days after contract award and/or the exercising of an option by sending a written notice to the Contractor.

## 2. 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 *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.

### 2.1 General Conditions

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

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to

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another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

If action to effect repairs under warranty cannot be initiated within **two (2)** working days and completed within a reasonable length of time or if the Contractor has no repair facilities in the immediate vicinity (**within 100 kilometres**) of the specified delivery destinations (consignees), the Department of National Defence reserves the right to make such repairs and be reimbursed by the Contractor at the rate of **\$103.91** per hour for labour and the cost for replaced parts."

All other provisions of the warranty section remain in effect.

### **3. Term of Contract**

#### **3.1 Delivery of Vehicle**

Delivery date of the vehicle must be made as follows:

##### **3.1.1 Firm Quantity**

Item 001 One (1) Light Utility Vehicle, 2 seats 4X4 (UTV) and related items must be delivered on or before \_\_\_\_\_ (Date to be inserted by PWGSC.)

##### **3.1.2 Option Quantity**

Item 002 up to two (2) Light Utility Vehicle, 2 seats 4X4 (UTV) and related items will be delivered within \_\_\_\_\_ calendar days from the effective date of the contract. (Days to be inserted by PWGSC.)

### **4. Authorities**

#### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Christine Modérie  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada - Acquisitions Branch  
LEFT Directorate, HP Division,  
7A2, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone: 819 956-3970  
Facsimile: 819 953-2953  
E-mail: christine.moderie@pwgsc.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.

#### 4.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_ (To be inserted by PWGSC.)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### 4.3 Technical Authority:

The Technical Authority for the Contract is:

Name: \_\_\_\_\_ (To be inserted by PWGSC.)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical 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.

#### 5.4 Contractor's Representative

Name and telephone number of the person responsible for:

**(To be completed by the bidder)**

##### General enquiries

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Telephone:**     \_\_\_ - \_\_\_ - \_\_\_\_

**Facsimile:**     \_\_\_ - \_\_\_ - \_\_\_\_

**E-mail:**         \_\_\_\_\_

**Delivery follow-up**

**Name:**           \_\_\_\_\_

**Title:**            \_\_\_\_\_

**Telephone:**     \_\_\_ - \_\_\_ - \_\_\_\_

**Facsimile:**     \_\_\_ - \_\_\_ - \_\_\_\_

**E-mail:**         \_\_\_\_\_

**4.5 After Sales Service**

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs and a full range of repair parts for the vehicle/equipment offered:

**(To be completed by the bidder)**

**Item 001**

**Name:**            \_\_\_\_\_

**Address:**         \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:**     \_\_\_ - \_\_\_ - \_\_\_\_

Distance between the delivery location and the dealer and/or agent: \_\_\_\_\_ **km**

**5. Payment**

**5.1 Basis of Payment - Firm Unit Price(s)**

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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s) specified in Annex "A" - Pricing, and as follows:

**Basis of Payment (BOP) Type 1:** Firm unit prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra.

**Basis of Payment (BOP) Type 2:** Firm unit prices in Canadian dollars, FCA Free Carrier, Incoterms 2000 at Contractor's Canadian facility or Contractor's Canadian distribution point, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra.

**Basis of Payment (BOP) Type 3:** Price to be negotiated in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra.

The transportation cost and living expense will be "negotiated" when Canada intends to exercise an option and has identified the applicable quantities and destinations. When requested by Canada, as a basis for negotiation, the Contractor must provide the transportation price(s) and/or Travel and living expense and relevant information.

**Basis of Payment (BOP) Type 4:** If exercised, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njccnm.gc.ca/directive/index.hp?sid=90&hl=1&lang=eng>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

## 5.2 SACC Manual Clauses

H1000C	Single Payment	2008-05-12
H1001C	Multiple Payments	2008-05-12

## 5.3 Exchange Rate Fluctuation Adjustment

5.3.1 The foreign currency component (FCC) is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuation. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.

5.3.2 For each line item where a FCC is identified, Canada assumes the risks and benefits for exchange rate fluctuation, as shown in the Basis of Payment. For such items, the exchange rate fluctuation amount is determined in accordance with the provision of this clause.

5.3.3 The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provisions in the contract. The exchange rate adjustment amount will be calculated in accordance with the following formula:

$$\text{Adjustment} = \text{FCC} \times \text{Qty} \times (i_1 - i_0) / i_0$$

where formula variables correspond to:

**FCC** Foreign Currency Component (per unit)

$i_0$

Initial exchange rate (CAN\$ per unit of foreign currency [e.g. US\$1])

$0i_1$

exchange rate for adjustments (CAN\$ per unit of foreign currency [e.g. US\$1])

Qty quantity of units

5.3.4 The initial exchange rate is typically set as the noon rate as published by the Bank of Canada on the solicitation closing date.

5.3.5 For goods, the exchange rate for adjustment will be the noon rate as published by the Bank of Canada on the date the goods were delivered. For services, the exchange rate for adjustment will be the noon rate on the last business day of the month for which the services were performed. For advance payments, the exchange rate for adjustment will be the noon rate on the date the payment was due. The most recent noon rate will be used for non-business days.

5.3.6 The Contractor must indicate the total exchange rate adjustment amount (either upward, downward or no change) as a separate item on each invoice or claim for payment submitted under the Contract. Where an adjustment applies, the Contractor must submit with their invoice form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments.

5.3.7 The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form PWGSC-TPSGC 450 (i.e.  $[i_1 - i_0] / i_0$ ).

5.3.8 Canada reserves the right to audit any revision to costs and prices under this clause.

## 6. Invoicing Instructions

6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions including the Client Ref #BT538. Invoices cannot be submitted until all work identified in the invoice is completed. Offerors /suppliers are requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.

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

Department of National Defence  
National Defence Headquarters  
Mgen. George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Attention: **to be inserted by PWGSC**

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

### 6.3 Holdback

A ten percent (10%) holdback will apply on the total price of each vehicle (items 001 and 002) on any due payment of the said vehicle/equipment. Release of the holdback (10%) is conditional upon receipt and certified acceptance by inspection authority of the said vehicle and all related items as identified in Annex "A" - Pricing.

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Taxes payable as it was claimed and payable under the previous invoice.

(a) The original and one (1) copy of the invoice for the holdback must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.

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

## 7. Certifications

## 7.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 8. Applicable Laws

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

## 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) 2010A (2014-11-27) General Conditions - Goods (Medium Complexity);
- (c) Annex "A" - Pricing;
- (d) Annex "B"- Light Multipurpose Utility Vehicle 4X4 Gasoline Engine ECC140297 dated January 28, 2015;
- (e) Appendix 1 - Technical Information Questionnaire; and
- (f) the Contractor's bid dated \_\_\_\_\_

## 10. SACC Manual Clauses

A1009C	Work Site Access	2008-05-12
A9006C	Defence Contract	2012-07-16
A9049C	Vehicle Safety	2011-05-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian-based Contractors	2014-11-27
D3010C	Delivery of Dangerous Goods / Hazardous Products	2014-06-26
D5545C	ISO 9001:2000 - Quality Management Systems - Requirements (QAC C)	2010-08-16
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2008-05-12

## 11. Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## 12. Preparation for Delivery

The vehicle/equipment must be serviced, adjusted and delivered in condition for immediate use. The interior and exterior must be cleaned before leaving the factory and being released to the inspection authority or consignee personnel at the final delivery location.

The fuel tanks must be at least half full prior to release of the vehicle(s) to inspection authority or consignee.

All vehicles delivered to the consignee are to be delivered between the hours of 8:00 am and 4:00 pm Monday through Friday, except Federal holidays. Any attempt by the carrier to deliver vehicles before or after these hours may be refused unless arrangements have been made for authorized, qualified personnel to be available to perform inspections and to accept the delivery. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable to pay for additional costs.

## 13. Shipping Instructions - Delivery at Destination (For Firm quantities)

13.1 The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (as detailed at Annex "A" - Pricing). Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

13.2 The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the contacts specified in Annex "A" - Pricing. The consignee may refuse shipments when prior arrangements have not been made.

## 14. Post-Contract Award Meeting/Pre-Production Meeting

Within ten (10) working days of the receipt of the Contract, the Contractor must contact the Technical Authority to determine the details of a pre-production meeting. The meeting will be held at the Contractor's plant \_\_\_\_\_ **(To be completed by the bidder)**. Cost of holding such pre-production meeting must be included in the price of the bid. Please note that the travel and living expenses for Government Personnel will be arranged and paid for by the Canada. The crown reserves the right to carry out the Post-Contract Award Meeting/Pre-Production Meeting via teleconference.

## 15. Progress Reports

The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.

Each progress report must address the following questions:

- (a) Is the delivery on schedule?
- (b) Is the Contract free of any areas of concern in which the assistance or guidance of Canada may be required?

(c) Each negative response must be supported with an explanation.

### **16. Tools and Loose Equipment**

For shipment verification, all items and tools, which are shipped loose with the vehicle/equipment must be listed on the Inspection Certificate (CF 1280) or on an attached packing note.

### **17. Spare Parts Availability**

The contractor must ensure that spare parts required to properly maintain and repair the complete vehicle covered by this specification will be available for purchase by the Department of National Defence, or its authorized agents, for a period of **10 years**.

### **18. Material**

Material supplied must be new unused and of current production by manufacturer. (2014 model-year or newer).

### **19. Design Changes**

The "Design Change, Design Deviation and Waiver Procedure" as defined in National Defence Standard D-02-006-008/SG-0001 must apply.

### **20. Interchangeability**

Unless changes during the production run are authorized by Procurement Authority, all vehicles supplied against any one item of a contract must be the same make and model, and all like assemblies, sub-assemblies and parts must be interchangeable.

### **21. Packaging**

The methods used for preservation and packaging must be in conformity with the Contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment as below deck cargo.

### **22. Service at Delivery**

The Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all vehicles delivered. Cost to provide this service must be included in the price of each vehicle.

### **23. Vehicle Recall Notices**

All vehicle recall notices must be forwarded to:

National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2

Attention: (designation and name of TA to be inserted by PWGSC)

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## ANNEX "A" - PRICING

### Item 001 Light Utility Vehicle 4X4 (UTV) (Firm Quantity)

The Contractor must deliver vehicle/equipment and related items such as but not limited to vehicle manuals, operator manuals, Parts Manuals, Maintenance (Shop Repair) Manuals, Manuals on CD/DVD-ROM data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and Initial Parts Kits, List of Special Tools, Recommend Spare Parts list, Safety Recalls and Servicing Data, in accordance with the attached Annex "B" -Purchase Description Light Multipurpose Utility Vehicle 4X4 Gasoline Engine ECC140297, dated January 28, 2015.

The Light Utility Vehicle 4X4 (UTV) and related items must be delivered to:

CFB Comox  
Comox, BC

Delivery contact: \_\_\_\_\_ (to be inserted by PWGSC)

Date of delivery: \_\_\_\_\_ (to be inserted by PWGSC.)

Firm unit price of \$ \_\_\_\_\_ per vehicle, including all equipment and related items, in accordance with clause 5.1, Basis of Payment Type 1.

Quantity: one (1)

### Item 002 Light Utility Vehicle 4X4 (UTV) (Optional Quantity)

If this option is exercised, the Contractor must deliver vehicle/equipment and related items such as but not limited to vehicle manuals, operator manuals, Parts Manuals, Maintenance (Shop Repair) Manuals, Manuals on CD/DVD-ROM data summary, photographs, preventive maintenance replacement parts kit list, warranty letter(s) and Initial Parts Kits, List of Special Tools, Recommend Spare Parts list, Safety Recalls and Servicing Data, in accordance with the attached Annex "B" -Purchase Description Light Multipurpose Utility Vehicle 4X4 Gasoline Engine ECC140297, dated January 28, 2015.

Firm unit price of \$ \_\_\_\_\_ per vehicle/equipment in accordance with Clause 5.1, Basis of Payment Type 2.

Quantity: Up to two (2)

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**Item 003 Transportation Cost (optional Quantities)**

*(Item 003 will not be included in the financial evaluation)*

If optional transportation is exercised, the contractor must deliver the vehicle/equipment to final destination detailed below.

The Light Utility Vehicle 4X4 (UTV) and ancillary items must be delivered to:

(to be inserted by PWGSC if an option is exercised)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery contact: \_\_\_\_\_ (to be inserted by PWGSC if an option is exercised).

Date of delivery: \_\_\_\_\_ (to be inserted by PWGSC if an option is exercised).

Quantity: Up to two (2)

Negotiated price: \$ (to be negotiated if an option is exercised) per vehicle/equipment, for transportation cost, Delivered Duty Paid at destination, in accordance with Clause 5.1, Basis of Payment Type 3.

**Item 004 Optional Extended Warranty Period**

**Optional warranty coverage available:**      YES \_\_\_\_\_      NO \_\_\_\_\_

*(Item 006 will not be included in the financial evaluation)*

If yes, Canada requests that the Bidder provide details and pricing information of any optional extended warranty period available for the vehicle/equipment and any related items.

If exercised, the warranty period will be extended for an additional period of \_\_\_\_\_ **months/calendar days.**

Firm unit price of \$ \_\_\_\_\_ in accordance with Clause 5.1, Basis of Payment Type 2.



**NOTICE**

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

**AVIS**

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

**Annex « B »**

**PURCHASE DESCRIPTION**

**For**

**LIGHT MULTIPURPOSE  
UTILITY VEHICLE**

**4X4**

**GASOLINE ENGINE**

**ECC140297**

**JANUARY 28, 2015**

**OPI DSVPM 3 – DAVPS 3**

Issued on Authority of the Chief of the Defence Staff

Publiée avec l'autorisation du chef d'état-major de la Défense

**Canada**

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## 1 INSTRUCTIONS

**1.1 Scope** – This document covers the purchase of a 4X4, Light, Multipurpose Utility Vehicle, side by side, gasoline engine as described

**1.2 Instructions** — The following instructions apply to this Purchase Description:

- (a) Requirements, which are identified by the word “*shall*”, are mandatory. Deviations will not be permitted;
- (b) Requirements, which are identified by the word “*shall(E)*” are mandatory. The Technical Authority will consider substitutes/alternatives for acceptance as an equivalent;
- (c) Requirements identified with a “will” define actions to be performed by Canada and require no action/obligation on the Contractor’s part;
- (d) Where “*shall*”, or “will” are not used, the information provided is for guidance only;
- (e) In this document “provided” *shall* mean “provided and installed”;
- (f) Where technical certification is required, a copy of the certification or an acceptable proof of compliance *shall* be provided upon request;
- (g) Metric measurements *shall* be used to define the requirement; and
- (h) Dimensions stated as nominal *shall* be treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.

**1.3 Definitions** - The following definitions apply to the interpretation of this Purchase Description:

- (a) “Technical Authority” - The government official responsible for technical content of this requirement; and,
- (b) “Equivalent” - A standard, means, or component type, which has been accepted by the Technical Authority as meeting the specified requirements for form, fit, function and performance.

## 2 APPLICABLE DOCUMENTS

**2.1 Other Publications** – The following documents form part of this Purchase Description. Web sites for the organization are given when available. Effective documents are those in effect on date of manufacture. Sources are as shown:

**SAE Handbook**  
Society of Automotive Engineers Inc.  
400 Commonwealth Dr.,  
Warrendale, PA 15096  
<http://www.sae.org>

### 3 REQUIREMENTS

#### 3.1 Design – The vehicle/equipment *shall*:

- a. Be in production or a pre-production model that has gone through testing for performance, reliability and maintainability;
- b. Have engineering certification available, upon demand, for this application from the original manufacturer of major equipment systems and assemblies;
- c. Conform to all applicable laws, regulations and industrial standards governing manufacture, safety, noise levels and pollution in effect in Canada at the time of manufacture; and
- d. Have system and component capacities not greater than their published ratings (i.e. product or component brochures) or accompanied by proof of compliance.

#### 3.2 Operating Conditions – The vehicle/equipment, under all load conditions, *shall* operate safely and efficiently as follows without appreciable degradation in reliability and maintainability:

- a. **Towing capacity** – The vehicle / equipment *shall* be capable of being operated while towing a minimum load of 550 kg on a flat snow covered surface at 0° incline;
- b. **Weather** – The vehicle/equipment *shall* operate under the extremes of weather found in Canada in temperatures ranging from -30°C to 37°C (-22°F to 99 °F).
- c. **Terrain** – The vehicle/equipment *shall* be capable of being operated off-road ( e.g. construction sites, open fields and dirt tracks). Terrain conditions shall include year round operations on snow, mud, sand and ice.

#### 3.3 Safety Regulations – The vehicle *shall* comply with applicable Canadian Federal safety regulations.

#### 3.4 Human Factors Engineering and Safety – The following applies:

- a. All systems and controls *shall* be safe and easy to use by a full range of operators (5<sup>th</sup> percentile female to 95<sup>th</sup> percentile male), in general accordance with SAE J833 (ISO 3411) and SAE J898 (ISO 66832);
- b. Safety devices such as warning plates, instruction plates, non-slip surfaces, grab handles and heat shields *shall* be provided, where required, to ensure safe operation.

#### 3.5 Vehicle Delivery Condition –The vehicle *shall* be fully assembly for delivery at destination. For shipment verification, all items such as tools, equipment and accessories, which are shipped loose with the equipment, *shall* be listed on the shipping certificate or to an attached packing note.

#### 3.6 Dimensions – The following *shall* be provided:

- a. Max overall length of 3000 mm (118.11 in);
- b. Max overall width of 1651 mm (65 in);
- c. Minimum overall height of 1905 mm (75 in);

- d. A minimum ground clearance 150 mm (5.905 in);

## **4 CHASSIS AND POWER TRAIN SYSTEMS**

**4.1 Engine Systems** – The following *shall* be provided:

- a. The engine displacement *shall* be at least 550 cc;
- b. The engine *shall* be liquid cooled;
- c. The engine *shall* have a minimum of two (2) cylinders;
- d. The engine *shall* be a four (4) strokes engine;
- e. Exhaust pipe and muffler *shall* meet the safety regulation; and
- f. Engine fuel type *shall* be unleaded gasoline.

**4.2 Fuel Tank** – The following *shall* be provided:

- a. The main fuel tank *shall* have a minimum capacity of 18 litres (4.75 gal);
- b. The main fuel tank *shall(E)* indicate the use of gasoline fuel only on the fuel tank cap in English and French and/or stamped close to the fuel cap.
- c. Fuel tank level indicator *shall(E)* be provided;

**4.3 Transmission** – the following *shall* be provided:

- a. A minimum of one forward and one reverse gear *shall* be provided.
- b. The vehicle has four (4) wheels with an option of four (4) wheels drives and two (2) wheel drives *shall* be provided.
- c. The vehicle *shall* be limited to a maximum speed of 55km/h (34.17mph).

**4.4 Brakes** – The following *shall* be provided:

- a. Front and rear hydraulic disc brake *shall* be provided;
- b. A parking brake *shall* be provided.

## **5 BODY SYSTEMS**

**5.1 Body Features** – The following *shall* be provided:

- a. An heavy duty cargo box with a minimum carrying capacity of 400 kg (881.85 lbs);
- b. A minimum cargo box's length of 1092.2mm (43 in);

- c. A minimum cargo box's width of 1193.8mm (47 in);
- d. A minimum cargo box's depth of 203.2mm (8 in);
- e. A front brush guard and a front body protection (bumper);
- f. A Roll Over Protection structure;
- g. A windshield and electrical windshield wiper;
- h. A hard top cab, including soft sides, back; and
- i. Front and rear independent suspension.

**5.2 Seating and Driver/Passenger Compartment** – The following *shall* be provided:

- a. A side by side bucket seat with a total capacity of two (2) occupants;
- b. Seat belts for all occupants;
- c. Hip restraint bar/handholds for the occupant; and
- d. Mirrors on each side

**5.3 Controls and Instruments** – The following *shall* be provided:

- a. Electrical starting *shall* be provided;
- b. Speedometer *shall* be provided;
- c. Fuel gauge *shall* be provided;
- d. Hour meter *shall* be provided; and
- e. Gear indicator *shall* be provided. The gear indicator *shall* be, as a minimum, markings on or a decal next to the gear selector lever.

**6 ELECTRICAL SYSTEMS** – The following *shall* be provided:

- a. Heavy-duty maintenance free battery;
- b. A 12V outlet in the driver compartment; and
- c. Headlamps, brake/tail lights.

**7 MISCELLANEOUS**

**7.1 Special Equipment** – The following *shall* be provided:

- a. A heater cab;
- b. A 5.08 cm ( 2inch) rear receiver hitch;
- c. A minimum of 1134 kg (2500 lbs) capacity front mounted winch; and
- d. A factory cover to cover completely the vehicle.

**7.2 Colour** – The following applies:

- a. The colour of external surfaces is as per Manufacturer's standard colour.

**7.3 Tools** – The following *shall* be provided:

- a. A basic tool kit *shall(E)* be provided with each vehicle;
- b. The tools *shall* be stored in a bag and *shall* include, as a minimum, tools specific to the vehicle for operator roadside maintenance.

**7.4 Identification Plate** – The following information *shall* be provided as a minimum, permanently marked and in a conspicuous and protected location:

- Manufacturer;
- Model;
- Model year;
- Serial number;
- Gross vehicle Weight Rating (GVWR);
- NATO Stock Number (NSN);
- Equipment Configuration Code

**8 INTEGRATED LOGISTIC SUPPORT** – The contractor is required to ensure that spare parts required to properly maintain and repair completed vehicles are available for purchase for a period of 10 years.

**8.1 Documentation with each vehicle** – The Contractor *shall* provide the following commercial style documents with each vehicle:

- a. **Vehicle Manuals**- The vehicle *shall* be provided with all manuals required for the safe operation, maintenance and repair of the vehicles and all sub-systems, attachments, components and accessories included in the vehicle supplied. The following manuals *shall* be provided:
  - i. **Operator's Manuals** – Operator's Manuals *shall* be provided in a bilingual format or as 2 manuals in a single binder (one English, one French). Operators' Manual(s) *shall* be supplied in paper format. The Operator's Manual *shall* include:
    - Instructions for the safe operation of the vehicle;
    - Daily operator maintenance instructions/checks (including lubrication); and
    - Safety warnings.

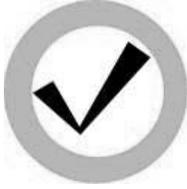
- ii. **Parts Manuals** – The Parts Manuals *shall* be in English (French translation is desirable). The Parts Manuals *shall* include:
- Illustrations showing all components of the vehicle including equipment and accessories from other manufacturers that is supplied for the requirements of the contract. The illustrations *shall* have numbers for the itemization of the parts;
  - A listing for all itemized manufacturer’s parts showing the manufacturer’s part number of the illustration, the part name and a brief description of the item; and
  - Cross reference relating the manufacturer part number to the correct figure and item number.
- iii. **Maintenance (Shop Repair) Manuals** – The Maintenance (Shop Repair) Manual *shall* be in English and French. The Maintenance (Shop Repair) Manuals *shall* include:
- A trouble shooting guide, showing the steps and tests required to determine the exact cause of a problem and an explanation of what steps would be required to correct a problem;
  - A listing of the necessary tolerances, torque levels fluid volumes required and a section listing any special tools (including item part numbers);
  - Information on the order of disassembly and assembly of the systems and components of the vehicle; and
  - Complete electrical diagrams.
- iv. **Manuals on CD/DVD-ROM** – A copy of the manuals on CD/DVD-ROM *shall* be provided. An electronic copy or a web link of all the manuals shall be sent to the technical authority. This *shall* include all the manuals provided in clauses i, ii, and iii above. For usability, CD/DVD-ROM *shall not* require password and/or Internet connection to be accessed.
- v. **Notes:** In the event that the manuals are not available at time of shipment, provisional manuals *shall* accompany the vehicle/equipment. Provisional manuals *shall* be clearly identified with the word “**PROVISIONAL**”. Provisional manuals *shall* be replaced with approved manuals to all shipping locations within 30 calendar days of receipt of approval of manuals.
- b. **Warranty Letter** – A paper copy of the completed bilingual Warranty Letter with each vehicle shipped in the approved format. The Contractor *shall* send a copy of the Warranty Letter, in electronic format, to the Technical Authority for each vehicle, at shipment. Designated warranty providers *shall* honour the warranty letter.

**8.2 Documentation/Items to the Technical Authority** – The Contractor *shall* provide the following documents to the Technical Authority:

- a. **Preventative Maintenance Replacement Parts Kit List** – A list of parts needed to perform preventative maintenance on one vehicle for a 6-month period or equivalent amount of hours. A complete change of all filters and filter elements *shall* be included. The list will be reviewed, amended (if required) and approved by the Technical Authority. The list *shall* include the following elements:
    - i. Part description;
    - ii. Original Equipment Manufacturer Part number;
    - iii. Suggested quantity; and
    - iv. Unit cost.
  - b. **List of Special Tools** – The Contractor *shall* provide a list detailing the special tools required for the vehicle that would not be included in a mechanics toolbox. This would include items such as special wrenches, or extraction devices and special diagnostic tools;
  - c. **Safety Recalls and Servicing Data** – The following information is required to be provided to the Technical Authority and to all customer locations, on a continuing basis, throughout the life expectancy of the vehicle or for no less than 10 years;
    - i. Safety Recalls; and
    - ii. Manufacturers technical Service Bulletins, or equivalent.
- NOTE: This service can be made available as an Internet Service.**
- d. **Brochures** – Up-to-date brochures and other applicable information for each make/model/configuration *shall* be supplied to the Technical Authority.

## Appendix 1

### Technical Information Questionnaire for Light Multipurpose Utility Vehicle, 4X4 gasoline Engine, ECC 140297.



#### NOTICE

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

#### AVIS

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

### BID SOLICITATION NUMBER

**Completed By:**

**Company Name:**

**Manufacturer's Name:**

**Name of Representative:** \_\_\_\_\_ **Designation:**

**Signature:** \_\_\_\_\_.

**Date:** \_\_\_\_\_.

# Appendix 1

## Introduction

This questionnaire covers technical information, which *shall* be provided for the evaluation of the vehicle and the equipment offered.

Where the specification paragraphs below indicate “Proof of Compliance”, the “Proof of Compliance” *shall* be provided for each performance requirement/specification.

Bidders should indicate the requested information and indicate the document name/title and page number where the Proof of Compliance can be found.

Definitions for *Equivalent* and *Proof of Compliance* are found in the DEFINITIONS section at the end of this document.

## **Substitutes/Alternatives**

Are any substitutes/alternatives offered as equivalent?

YES  NO

**If yes Document:** \_\_\_\_\_ **Page:**

## **PURCHASE DESCRIPTION PARAGRAPHS**

### **3.1 Design**

- a. Make \_\_\_\_\_ - Model \_\_\_\_\_

Length of time this model has been in production or in performance, maintenance, and reliability trials.

\_\_\_\_ Years

### **3.2 Operation Condition – Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. A towing Capacity of a minimum load of 550 kg.  
Document: \_\_\_\_\_ Page:

### **3.6 Dimensions – Proof of Compliance shall be provided**

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Max overall length of 3000 mm (118.11 in).  
Document: \_\_\_\_\_ Page:
- b. Max overall width of 1524 mm (60 in).  
Document: \_\_\_\_\_ Page:

## Appendix 1

- d. minimum ground clearance 254 mm (10 in);  
Document: \_\_\_\_\_ Page: A

### 4.1 Engine Systems - Proof of Compliance shall be provided

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. The engine displacement *shall* be at least 550 cc;  
Document: \_\_\_\_\_ Page:
- b. The engine *shall* be liquid cooled  
Document: \_\_\_\_\_ Page:
- c. The engine *shall* have a minimum of two (2) cylinders.  
Document: \_\_\_\_\_ Page:
- d. The engine *shall* be a four (4) strokes engine;  
Document: \_\_\_\_\_ Page: T
- f. Engine fuel type *shall* be unleaded gasoline.  
Document: \_\_\_\_\_ Page:

### 4.2 Fuel Tank - Proof of Compliance shall be provided

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. The main fuel tank *shall* have a minimum capacity of 18 litres (4.75 gal).  
Document: \_\_\_\_\_ Page:
- c. Fuel tank level indicator *shall(E)* be provided;  
Document: \_\_\_\_\_ Page:

### 4.3 Transmission - Proof of Compliance shall be provided

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. A minimum of one forward and one reverse gear *shall* be provided.  
Document: \_\_\_\_\_ Page:
- b. The vehicle has four (4) wheels with an option of four (4) wheels drives and two (2) wheel drives *shall* be provided.  
Document: \_\_\_\_\_ Page:

### 4.4 Brakes - Proof of Compliance shall be provided

## Appendix 1

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. F  
Front and rear hydraulic disc brake *shall* be provided.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- b. A  
Parking brake *shall* be provided.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

### 5.1 Body Features - Proof of Compliance shall be provided

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. A heavy duty steel cargo box with a minimum carrying capacity of 400 kg (881.85 lbs).  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- b. A minimum cargo box's length of 1092.2mm (43 in);  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- c. A minimum cargo box's width of 1193.8mm (47 in);  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- d. A minimum cargo box's depth of 203.2mm (8 in);  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- e. A front brush guard and a front body protection (bumper);  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- f. A Roll Over Protection structure;  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- g. Under body protection plate;  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- h. A removable windshield and electrical windshield wiper;  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- i. A hard top cab, including soft sides and a rear screen, cover with a tarp; and  
Document: \_\_\_\_\_ Page: \_\_\_\_\_
- j. Front and rear independent suspension.  
Document: \_\_\_\_\_ Page: \_\_\_\_\_

### 5.2 Seating and Driver/Passenger compartment - Proof of Compliance shall be provided

Bidders should indicate the document and page number where the Proof of Compliance can be found:

## Appendix 1

- a. A side by side bucket seat with a total capacity of two (2) occupants;  
Document: \_\_\_\_\_ Page:
- c. Seat belts for all occupants.  
Document: \_\_\_\_\_ Page:
- d. Hip restraint bar/handholds for the occupant.  
Document: \_\_\_\_\_ Page:
- e. Seat restraint harness net for both passengers.  
Document: \_\_\_\_\_ Page:

### 5.3 Controls and Instruments - Proof of Compliance shall be provided

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. Electrical starting *shall* be provided.  
Document: \_\_\_\_\_ Page:
- b. Speedometer *shall* be provided.  
Document: \_\_\_\_\_ Page:
- c. Fuel gauge *shall* be provided.  
Document: \_\_\_\_\_ Page:
- d. Hour meter *shall* be provided.  
Document: \_\_\_\_\_ Page:
- e. Gear indicator as described.  
Document: \_\_\_\_\_ Page:

### 6 Electrical System - Proof of Compliance shall be provided

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- b. A 12 volts outlet in the driver compartment.  
Document: \_\_\_\_\_ Page:

### 7.1 Special Equipment - Proof of Compliance shall be provided

Bidders should indicate the document and page number where the Proof of Compliance can be found:

- a. A superstructure for the cargo box as described.  
Document: \_\_\_\_\_ Page:

## Appendix 1

- b. A heater cab.  
Document: \_\_\_\_\_ Page:
- c. A 5.08 cm (2inch) rear receiver hitch.  
Document: \_\_\_\_\_ Page:
- e. Heavy duty all-purpose tires.  
Document: \_\_\_\_\_ Page:
- c. A1134 kg (2500 lbs) capacity front mounted winch.  
Document: \_\_\_\_\_ Page:
- f. A factory cover to cover completely the vehicle.  
Document: \_\_\_\_\_ Page:

**DEFINITIONS: The following definitions apply to the interpretation of this Technical Information Questionnaire:**

- a) “Equivalent” - A standard, means, or component type, which has been accepted by the Technical Authority as meeting the specified requirements for form, fit, function and performance.
- b) “Proof of Compliance” is defined as an unaltered document, such as a brochure and/or technical literature and/or a third party test report provided by a nationally and/or internationally recognized testing facility and/or a report generated by a nationally and/or internationally recognized third party software. The document *shall* provide detailed information on each performance requirement and/or specification. Where a document submitted as Proof of Compliance does not cover all the performance requirements and/or specifications or when no such document is available or when modifications to the original equipment or customization are required to achieve the performance requirements and/or specifications, a Certificate of Attestation (as a separate document) signed by a senior engineer representing the Original Equipment Manufacturer (OEM) detailing the modifications and how they meet the performance requirements and/or specifications *shall* be provided. The certificate *shall* detail all performance requirements and/or specifications required to substantiate compliance. One certificate can be provided for one or all performance requirements and/or specifications.

The bidder certifies that the products offered in the Purchase Description meet the performance specifications and the Requirement detailed in the Technical Information Questionnaire.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date