

**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 a Standing Offer
Demande d'offre à commandes**

National Individual Standing Offer (NISO)
Offre à commandes individuelle nationale (OCIN)

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
Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet MATTRESS, BED	
Solicitation No. - N° de l'invitation W8482-156647/A	Date 2015-03-18
Client Reference No. - N° de référence du client W8482-156647	GETS Ref. No. - N° de réf. de SEAG PW-\$PR-761-67004
File No. - N° de dossier pr761.W8482-156647	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-04-29	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Beaumier, Julie	Buyer Id - Id de l'acheteur pr761
Telephone No. - N° de téléphone (819)956-7432 ()	FAX No. - N° de FAX (819)956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
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

Solicitation No. - N° de l'invitation

W8482-156647/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pr761W8482-156647

Buyer ID - Id de l'acheteur

pr761

CCC No./N° CCC - FMS No/ N° VME

W8482-156647

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Requirement, the Basis of Payment, the Technical Specifications and the Template for Quarterly Reports.

1.2 Summary

The Department of National Defence has a requirement for a 3 years Standing Offer (SO) with a possibility of two one year extensions for the purchase of two types of mattresses, Spring Filled type Mattresses and Full Depth Foam type Mattresses for Shipboard and Submarine. The Offeror must supply and deliver the mattresses to Victoria, British Columbia and Halifax, Nova Scotia.

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.

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).

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: 120 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 seven (7) 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 Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

2.5 Specifications and Standards

2.5.1 United States Military Specifications and Standards

The Offeror is responsible for obtaining copies of all United States (US) military specifications and standards which may be applicable to the requirement. These specifications and standards are available commercially, or may be obtained by visiting the US Department of Defense Website, at the following address: http://assistdocs.com/search/search_basic.cfm

2.5.2 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the offer solicitation is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

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 (3 hard copies)
Section II: Financial Offer (1 hard copies)
Section III: Certifications (1 hard copies)

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.
- 3) Green Initiatives (for PWGSC information only)
Offerors are requested to provide details of their policies and practices in relation to the following initiatives:
 - environmentally responsible manufacturing;

- environmentally responsible waste disposal;
- waste reduction;
- packaging;
- re-use strategies;
- recycling.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work (reference pre-award sample, Part 4, Evaluation Procedures, 4.1.1.1 Mandatory Technical Criteria).

Section II: Financial Offer

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

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 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Pre-Award Samples and Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, two (2) pre-award samples: one (1) pre-award sample for the Spring Filled type Mattresses (item 001 or item 002 or item 003 or item 004) and one (1) pre-award sample for the Full Depth Foam type Mattresses (item 005 or item 006 or item 007) and two (2) Certificates of Compliance will be required after the Request For Standing Offer closing date and upon a written request from PWGSC.

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

The Offeror must deliver the required pre-award samples and certificates of compliance at no charge to Canada and must ensure that they are received within 21 calendar days from request. Failure to submit the required pre-award samples and certificate of compliance within the specified time frame will result in the offer being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

In addition, two Certificates of Compliance are required as defined herein.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements.

The requirement for pre-award samples and certificates of compliance will not relieve the successful Offeror from submitting samples and certificates of compliance as required by the contract terms or from strictly adhering to the technical requirement of this Request For Standing Offer and any resultant contract.

CERTIFICATE OF COMPLIANCE-DEFINITION

Certificate of Compliance is a written statement from an appropriate official of the mattress manufacturer attesting the full compliance of the product:

- 1) for the Spring Filled Mattresses to the Technical Bulletin 129 Flammability Test in accordance with the specification in the Purchase Description for mattress shipboard and submarine use spring filled type in Annex D and;
- 2) for the Full Depth Foam mattresses to the Fire-Resistant Mattress Specification for CANADIAN NATIONAL DEFENSE (Shipboard and Submarine) in Annex E.

Those documents must be on official company stationery; it must be dated after the Request for Proposal posting date; it must make reference to the applicable specification and have the original signature of the company's designated representative. Canada reserves the right to verify the statements made in the Certificates of Compliance. Full test results, demonstrating the product's compliance, will be accepted in lieu of Certificates of Compliance.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, DDP (Victoria, BC and Halifax, NS) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Offeror must submit firm unit pricing for all items and all destinations. The Offeror is requested to quote firm unit pricing at no more than two decimal points.

4.1.2.2 Exchange Rate Fluctuation

C3011T 2013/11/06 Exchange Rate Fluctuation

4.2 Basis of Selection

An offer must comply with all requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest responsive aggregate price will be recommended for the issuance of a standing offer (1 standing offer only). Ranking will be established using the estimated quantities for all items, including all destinations.

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_equality/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.

5.2 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.1 Sample(s) and Production Certification

The Offeror certifies that:

- () the manufacturer that produced the pre-award samples will remain unchanged for the pre-production samples and full production of the contract quantity.

PART 6 - FINANCIAL REQUIREMENTS

6.1 Financial Capability

SACC Manual clause [M9033T](#) (2011/05/16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2019/09/25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

The Offeror must provide an electronic version of 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 to the Standing Offer Authority.

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 and to the Procurement Authority no later than 15 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is 36 months from the date of issuance of Standing Offer.

7.4.2 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 one year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Julie Beaumier
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
Place du Portage, Phase III, 6A2

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pr761 W8482-156647

Buyer ID - Id de l'acheteur
pr761
CCC No./N° CCC - FMS No./N° VME

11 Laurier Street
Gatineau, Quebec K1A 0S5

Telephone : 819-956-7432 Facsimile: 819-956-5454
E-mail address: Julie.Beaumier@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 Standing offer authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Technical Authority Mailing/Shipping Address (DND)

Department of National Defence
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Attention: DNPS _____ (to be advised at contract)

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer and is responsible for all matters concerning the technical content of the Work under the Standing Offer. 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 Standing Offer Revision issued by the Standing Offer Authority.

7.5.3 Procurement Authority

The Procurement Authority for the Standing Offer is:
(To be advised at the issuance of the Standing Offer)

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Standing Offer. The Contractor may discuss administrative matters identified in the Standing Offer 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 Standing Offer Revision issued by the Standing Offer Authority.

7.5.4 Offeror's Representative

The person responsible for:

General enquiries

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: D-Mar-P 4-3-4-3 MSC (22M).

7.7 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".

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$150,000.00 (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$ _____ (amount to be inserted at the issuance of Standing Offer) 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.

7.10 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 2030 (2014/09/25), General Conditions – Higher Complexity - Goods
- e) Annex A - Requirement;
- f) Annex B - Basis of Payment;
- g) Annex C – Quarterly Report Template;
- h) Annex D – Purchase Description;
- i) Annex E – Fire-Resistance Mattress Specification for CANADIAN NATIONAL DEFENSE (Shipboard and Submarine);
- j) Annex F – Surface Class Ships Mattress;
- k) Annex G – Mattress Details Victoria Class Submarines;
- l) the Offeror's offer dated _____, as clarified on _____ or as amended on _____.

7.11 Certifications

7.11.1 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.

7.12 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 Ontario.

7.13 Plant Closing

The Offeror's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

2015-2016

Summer Holiday FROM _____ TO _____
Christmas Holiday FROM _____ TO _____

2016-2017

Summer Holiday FROM _____ TO _____
Christmas Holiday FROM _____ TO _____

2017-2018

Summer Holiday FROM _____ TO _____
Christmas Holiday FROM _____ TO _____

2018-2019 (Extension)

Summer Holiday FROM _____ TO _____
Christmas Holiday FROM _____ TO _____

2019-2020 (Extension)

Summer Holiday FROM _____ TO _____
Christmas Holiday FROM _____ TO _____

7.14 Plant Location

Items will be manufactured at: _____

7.15 Specifications and Standards

7.15.1 United States Military Specifications and Standards

The Offeror is responsible for obtaining copies of all United States (US) military specifications and standards which may be applicable to the requirement. These specifications and standards are available commercially, or may be obtained by visiting the US Department of Defense Website, at the following address: http://assistdocs.com/search/search_basic.cfm

7.15.2 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the Standing Offer is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

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.

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2030 (2014/09/25), General Conditions – Higher Complexity – Goods, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be made within _____ calendar days from the receipt of call-up against Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

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 Standing Offer Authority before their incorporation into the Work.

7.4.2 SACC Manual Clauses

H1001C 2008-05-12 Multiple Payments

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

(a) One (1) copy must be forwarded to the following address:

National Defence Headquarters
MGen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention: D MAR P 4-3-4-3
Email: _____ (to be inserted at contract award)

(b) The original and one (1) copy must be forwarded to the consignee for certification and payment.

7.6 SACC Manual Clauses

A9006C	2012-07-16	Defence Contract
C2800C	2013-01-28	Priority Rating
C2801C	2014-11-27	Priority Rating - Canadian-based Contractors
D2000C	2007-11-30	Marking
D5510C	2012-07-16	Quality Assurance Authority (DND) - Canadian-based Contractor
D5515C	2010-01-11	Quality Assurance Authority (DND) - Foreign-based and United States Contractor
D5540C	2010-08-16	ISO 9001:2008 - Quality Management Systems - Requirements (QAC Q)
D5604C	2008-12-12	Release Documents (DND) - Foreign-based Contractor
D5605C	2010-01-11	Release Documents (DND) - United States-based Contractor
D5606C	2012-07-16	Release Documents (DND) - Canadian-based Contractor

7.7 Procedures for Design change/Deviations

The Contractor must follow these procedures for any proposed design change/deviation to contract specifications.

The Contractor must complete Part 1 of the Design Change/Deviation form DND 672 and forward one (1) copy to the Technical Authority and one (1) copy to the Standing Offer Authority.

The Contractor will be authorized to proceed upon receipt of the design change/deviation form signed by the Standing Offer Authority. A contract amendment will be issued to incorporate the design change/deviation in the Contract.

7.8 Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- (a) One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- (b) Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- (c) One (1) copy to the Standing Offer Authority;
- (d) One (1) copy to:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention: _____

- (e) One (1) copy to the Quality Assurance Representative;
- (f) One (1) copy to the Contractor; and
- (g) For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
E-mail: ContractAdmin.DQA@forces.gc.ca

7.9 Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: _____

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Location: _____
Value of subcontract: \$ _____
Nature of subcontracting work performed: _____

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

7.10 Overshipment

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

7.11 Materials: Contractor Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the items specified. The delivery stated for the items allows the necessary time to obtain such materials.

7.12 Delivery

7.12.1 Delivery - Appointments

The Contractor must make deliveries to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

- (a) 2B1 CF Esquimalt
Esquimalt, B.C.
250-363-4963
- (b) 7H1 CF Halifax
Halifax, N.S.
902-427-0550

7.12.2 Preparation for Delivery

The Contractor must prepare all items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

Mattresses must be packaged using heavy gauge plastic wrap secured with cellulose tape or heat fusing of plastic/shrink wrap to prevent ingress of moisture. Mattresses must be packaged either singly or in bundles of two within the same packing.

A label must be attached to the end of the mattress giving the NATO stock number, date of manufacture, manufacturers name and ship. Labels must be as for standard manufacturers practice.

Example:

NSN__HALIFAX/TRL CLASSES CREW
Manufactured by, Date, Contract Number.

7.12.3 Bulk Shipments

For bulk shipments, all cartons must be shipped on 40" x 48" pallets shrink-wrapped or equivalent with overall height not to exceed 42".

7.12.4 Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the call-up document and delivered:

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(a) DDP Delivered Duty Paid (DDP) (Victoria, BC; Halifax NS) Incoterms 2000 for shipments from a commercial contractor.

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**ANNEX "A"
REQUIREMENT**

1. TECHNICAL REQUIREMENT

The Contractor is required to provide Canada for the Department of National Defence with two types of mattresses for shipboard and submarines in accordance with the descriptions and specifications for each NATO Stock Number as described in 1.1 A) Spring Filled Mattresses and B) Full Depth Foam Mattresses:

1.1

A) Spring filled Mattresses

Items #	NATO Stock Numbers	DESCRIPTION	SPECIFICATIONS
1	7210-20-008-7773	Mattress Shipboard use Spring Filled Type for Halifax, and Tribal and Kingston Class ships, Officer, Chief and PO'S. Length: 78.0 inches, Width: 27.0 inches, Thickness: 4 ½ inches.	ANNEX D: Purchase Description for mattress shipboard and submarine use spring filled type.
2	7210-20-008-7772	Mattress Shipboard use Spring Filled Type for Halifax, Tribal and Kingston Class Crew, Ptr Class Crew and Officers. Length 78.0 inches, Width: 25.0 inches and Thickness: 4 ½ inches.	
3	7210-20-008-7769	Mattress Spring Filled; Pocket Coil Type; Fire Retardant Cotton Ticking, Fire Retardant Foam for Victoria Class Submarines, Crew only. Length: 67.0 inches, Width 23.0 inches, Thickness 4 ½ inches.	
4	7210-20-008-7768	Mattress Spring Filled; Pocket Coil Type; Fire Retardant Cotton Ticking, Fire Retardant Foam for Victoria Class Submarines, Crew only. Length: 72.0 inches, Width: 23.0 inches, Thickness: 4 ½ inches.	

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B) Soft mattresses

Items #	NATO Stock Number	DESCRIPTION	SPECIFICATIONS
5	7210-20-008-3707	Mattress CR Safeguard XL (Soft) Fire-Resistant enclosed with 7 OZ/SQ. YD F.R. Cotton Ticking Box-Style Construction. Length 78.0 inches, Width 27.0 inches, Thickness: 4.0 inches.	ANNEX E: Fire-Resistant Mattress Specification for CANADIAN NATIONAL DEFENSE (Shipboard and Submarine) ANNEX F: DRAWING – SURFACE CLASS SHIPS MATTRESS
6	7210-20-008-3705	Mattress CR Safeguard XL (Soft) Fire-Resistant enclosed with 7 OZ/SQ. YD F.R. Cotton Ticking Box-Style Construction. Length: 78.0 inches, Width 25.0 inches, Thickness: 4.0	ANNEX E: Fire-Resistant Mattress Specification for CANADIAN NATIONAL DEFENSE (Shipboard and Submarine) ANNEX G: DRAWING – MATTRESS DETAILS VICTORIA CLASS SUBMARINES.
7	P7210-20-A0K-8380	Mattress CR Safeguard XL (Soft); Fire Retardant, 7 OZ/SQ. YD Ticking and Padding, Box Style Construction; for Officers and Crew Victoria Class Submarines. Length: 67.0 inches, Width: 23.0 inches, Thickness: 4.00 inches.	ANNEX E: Fire-Resistant Mattress Specification for CANADIAN NATIONAL DEFENSE (Shipboard and Submarine) ANNEX G: DRAWING – MATTRESS DETAILS VICTORIA CLASS SUBMARINES.

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2. ADDRESSES

Destination Address	Invoicing Address
W0103 Base Commander CFB Esquimalt Bldg 66 Colwood Victoria, British Columbia V9A 7N2 Canada	W0103 Department of National Defence. Base Logistic Officer CFB Esquimalt Stn Forces, P.O. Box 17000 Victoria, British Columbia V9A 7N2 Canada
W010B Formation Commander HMC Dockyard Bldg. D-206, Door 1 thru 13 Halifax, Nova Scotia B3K 5X5 Canada	W010B Department of National Defence Maritime Forces Atlantic Account Payable Section Building #D155, 3 rd floor Halifax, Nova Scotia B3K 5X5 Canada

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ANNEX "B"

BASIS OF PAYMENT

The Contractor will be paid in accordance with the following:

1. Firm unit prices for spring filled and full depth foam mattresses

The Contractor will be paid firm unit prices for each item, in Canadian funds, applicable taxes excluded, DDP (Victoria, British Columbia and Halifax, Nova Scotia) Incoterms 2000, transportation costs included, all applicable Duties and Excise taxes included.

1.1 PRICING GRID

- A) Standing Offer Period – Year 1 – 12 months from the date of issuance of Standing Offer.
- B) Standing Offer Period – Year 2 – 13 to 24 months from the date of issuance of Standing Offer.
- C) Standing Offer Period – Year 3 – 25 to 36 months from the date of issuance of Standing Offer.

Items #	Description	Unit of Issue	Location	Estimated Quantities per years	Firm Unit Price Year 1	Firm Unit Price Year 2	Firm Unit Price Year 3
1	7210-20-008-7773	Each	Halifax, NS	45	\$ _____	\$ _____	\$ _____
			Victoria, BC	45	\$ _____	\$ _____	\$ _____
2	7210-20-008-7772	Each	Halifax, NS	355	\$ _____	\$ _____	\$ _____
			Victoria, BC	350	\$ _____	\$ _____	\$ _____
3	7210-20-008-7769	Each	Halifax, NS	30	\$ _____	\$ _____	\$ _____
			Victoria, BC	30	\$ _____	\$ _____	\$ _____
4	7210-20-008-7768	Each	Halifax, NS	90	\$ _____	\$ _____	\$ _____

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			Victoria, BC		\$ _____	\$ _____	\$ _____
5	7210-20-008-3707	Each	Halifax, NS	25	\$ _____	\$ _____	\$ _____
			Victoria, BC	20	\$ _____	\$ _____	\$ _____
6	7210-20-008-3705	Each	Halifax, NS	25	\$ _____	\$ _____	\$ _____
			Victoria, BC	20	\$ _____	\$ _____	\$ _____
7	7210-20-A0K-8380	Each	Halifax, NS	45	\$ _____	\$ _____	\$ _____
			Victoria, BC	45	\$ _____	\$ _____	\$ _____

1.2 Firm unit prices – Extension

The Contractor agrees that, for each of the two (2) extension periods of the Standing Offer, if extended, the firm unit prices (increases or decreases) will be adjusted in accordance with Statistics Canada's average Consumer Price Index (CPI) (all items) for the municipality closest to Contractor's facility. The adjustment will be made annually, at the extension of the Standing Offer, based on the average of the CPI of the most recently reported twelve-month period using the firm unit prices of the previous year

**PURCHASE DESCRIPTION FOR MATTRESS SHIPBOARD AND SUBMARINE USE
SPRING FILLED TYPE**

1. The fire-resistant mattress must be made using a combination of a pocketed coil spring unit and fire retardant polychloroprene compound cushioning along with other components as detailed herein. The mattress must be reversible.

2. Coils

Coils must be of the pocketed coil type. Coils must be of a diameter of 1.75 inch, 17 steel wire gauge with 6 turns per coil. Each coil must be encased in polypropylene non-woven fabric. The encased coils must be 2.5 inches in height or less.

3. Cover

The outer cover must consist of top and bottom ticking panels flanged and taped to the sidewalls. Flanges must be attached to the side coils with hog rings. The ticking fabric must be 100% cotton, weighing 7 ounces per square yard and treated to meet the fire-retardant requirements of NFPA bulletin 701 Vertical Flame Test. Ticking must be blue or blue and white striped. Binding tape must be nylon or polyester.

4. Fire barrier

The border fire barrier fabric must be a layer of CR LS-200(c)® 3/16 inch thick polychloroprene flame resistant foam with scrim backing, attached to the border ticking fabric by vertical border stitching or by multi-quilting. The fire performance properties of LS-200(c)® must comply with those listed in 6.e.1., 3., and 4.

5. Upholstery

The fire-retardant interior lining must be placed over the pocketed coils on both sides of the spring unit and attached to the assembly by hog rings. The interior lining must comply with the UFAC Test method 1990 Part A.- cigarette test. FLEX-XEL S-208 from National Felt, FR ISUL-PAD IV from Trace Industries or equivalent lining may also be utilized.

The interior lining must be covered with a layer of 1 inch thick polychloroprene compound foam of $6.5 \pm .3$ lbs per cubic ft. density, with an IFD (Indentation Force Deflection) of 38 ± 7 lbs. When tested at a 2 inch thickness per ASTM D3574. The outer cover must be flanged and hog-ringed to the spring unit sides in a manner to keep panels taut and in place.

6. The foam material specified in paragraph 5 must be CR SAFGUARD™ XL (medium) manufactured by Chestnut Ridge in Latrobe Pennsylvania U.S.A. or equivalent if the product meets all the testing requirement of the CR SAFGUARD™ XL (medium) and meet the following requirements :
 - a. Tensile strength – 12 lbs./sq.in. minimum in accordance with ASTM D3574 Test E.

- b. Elongation at the break 150% minimum in accordance with ASTM D3574 Test E.
- c. Tear resistance – 2.5 lbs/inch (3.5 N/cm) minimum in accordance with ASTM D3574 Test F.
- d. Constant deflection compression test-Loss of 12 % maximum of original thickness when tested in accordance with ASTM D3574 Test D. Foam must be compressed to 50% of original thickness.
- e. Fire Performance characteristics :
 - (1)When tested in accordance with ASTM E162, foam must not exceed a radiant panel index 10 and must not melt or drip.
 - (2)When tested in accordance with method 27.1 and 27.6 of CAN/CGSB 4.2M, foam must meet the following:
 - (a) Flashing not occur at any time over the length of the specimen.
 - (b) The average duration of after flame must be zero seconds.
 - (c) The average duration of after glow must be five seconds.
 - (d) The length of char must not exceed 90 mm.
 - (3) When tested in an NBS smoke chamber in accordance with ASTM E-662 optical density of smoke (Ds) must not exceed 175 before 4 minutes in either flaming or smoldering modes, and Dm must not exceed 200. Sample thickness must be 25.4 mm. (one inch).
 - (4)Lethal gas concentration: The cushioning must comply with the toxicity requirements of Boeing BSS 7239. The HCI must pass with a reduced maximum of 200 ppm and the carbon monoxide must not exceed 700 ppm.
 - (5) Heat release: Rate of heat release must meet the requirements of listed below for ASTM E1354 run with an edge frame :
 - (a)Radiant Flux of 50 kW/m²
Horizontal mode with a 50mm (2 inch thick) sample.
 - (b) Peak Heat Release of 100 kW/m² maximum.
3 minute average Heat Release Rate of 45 kW/m² maximum.
- 7. The mattress must meet the following requirements when tested in accordance with California Technical Bulletin 129 Flammability Test. Certificate of conformance (C of C) must be submitted with all shipments. The manufacturer must submit independent laboratory test results with any solicitation. Tests reports must be less than five (5) years old.
- 8. Dimensions are as follows :

Revised October 27 2014

NSN7210-20-008-7773 for Halifax and Tribal Class Officers, Kingston class Officers and Chief and PO's 78.000 in. long, 27.000 in. wide, 4.500 in. thick maximum.

NSN 7210- 20-008-7772 for Halifax, Tribal and Kingston Class Crew, Ptr Class Crew and Officers. 78.000 in. long, 25.000 in. wide, 4.500 in. thick maximum.

NSN 7210- 20-008-7768 for Victoria Class Submarines Officers and Crew 72.000 in. long, 23.000 in. wide, 4.500 in. thick maximum.

NSN 7210- 20-008-7769 for Victoria Class Submarines Officers and Crew 67.000 in. long, 23.000 in. wide, 4.500 in. thick maximum.

9. Dimensional tolerances are as follows ;

Length as specified +/- ½ inch.

Width as specified +/- ¼ inch.

Thickness 4.5 inches maximum.

Note : Tolerances must be strictly adhered to due to the required fit within shipboard berth pans.

10. The mattress must be manufactured as specified, no substitute in materials and construction is allowed without authorization from the technical authority.

Fire-Resistant Mattress Specification for CANADIAN NATIONAL DEFENSE (Shipboard and Submarine)

Fire-resistant mattress is designed for improved comfort and durability. Mattress is designed to avoid the use of metal springs and eliminate “feeling” a center spring, bent or loose wires, and squeaks. Mattress insert is comprised entirely of 100% fire-resistant cushioning. Applications include Navy ships and submarines.

Mattress shall be covered with breathable, cotton ticking per NFPA 701 and comply with the criteria for mattress ticking stated in MIL-STD-1623E (SH).

Cover to be a four-corner box construction, with two inverted side seams centered on the full mattress length. Cover to have only one end closure seam and it will be located on the bottom of one end extending the full width of the mattress.

Mattress shall utilize a single lock stitch with nylon thread. Sewing shall consist of 6-8 stitches per inch on seams and end closure. Mattress insert shall utilize fire-resistant polychloroprene compound cushioning CR SAFGUARD XL Soft (or equal) cushioning. A minimum 4” thickness is required to provide adequate comfortability. Labeling of completed mattress must be in compliance with applicable province and federal standards. Information will include mattress size, date of manufacture, and the manufacturer’s name. Label shall be of a cloth type, attached by the seam stitching on one end of the mattress. Packaging shall consist of poly bags or cartons of sufficient strength to provide safe transport to using location.

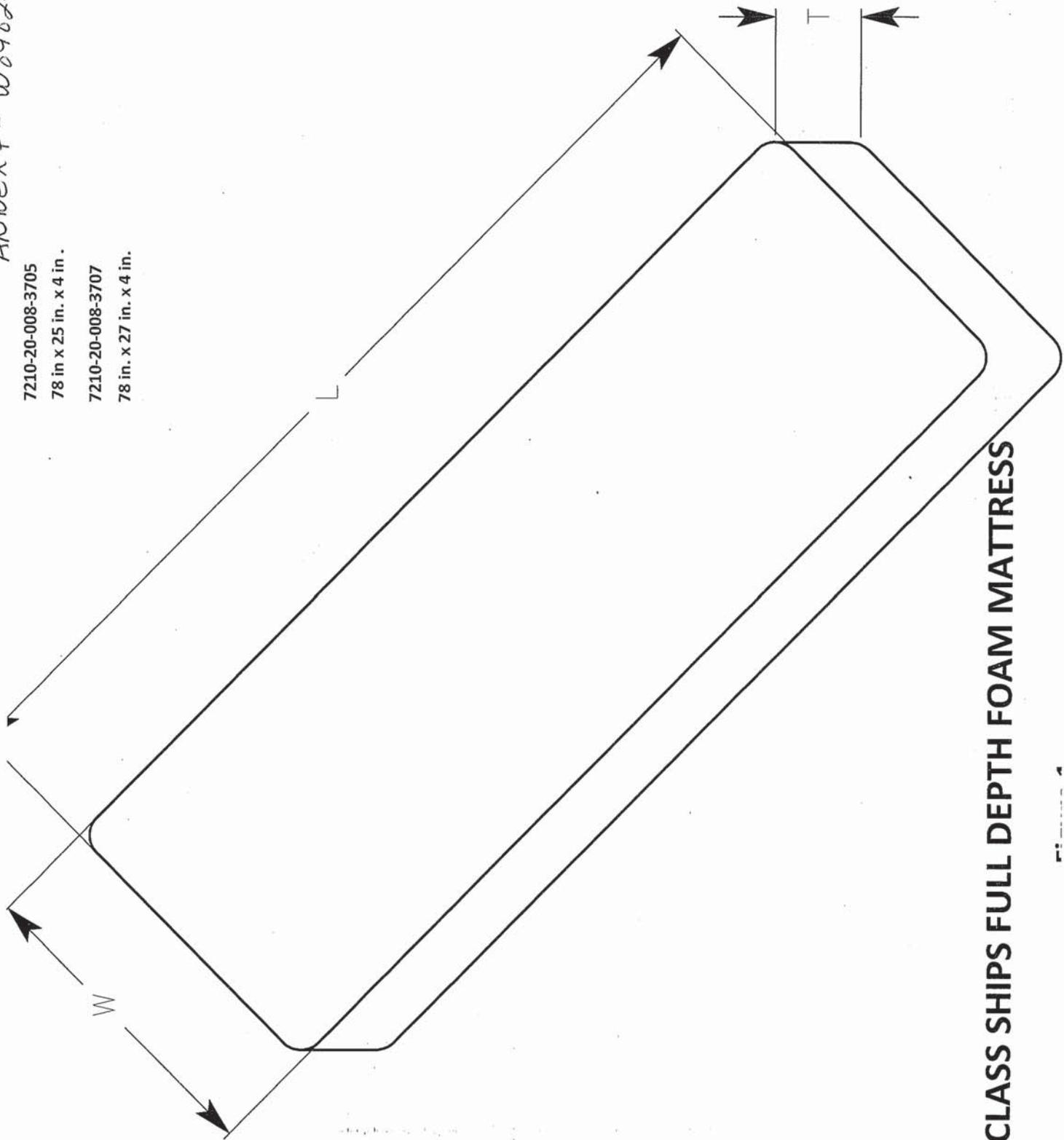
The following physical and flammability characteristics must be exhibited by the fire-resistant foam insert. All mattress cushioning shall be fire-resistant. The flammability characteristics of the mattress cushioning shall not be affected by exposure to water. Cushioning utilized must comply with **all of** the following physical and flammability properties to be considered as an equal to the brand referenced. **Manufacturer’s certification to all the following shall be submitted; in addition, test reports from an independent laboratory may be required for verification for compliance to all specified criteria.**

<u>Physical Properties</u>		
Property	Test Method	Value
Density	ASTM D3574	5.4 – 6.2 lbs./ft. ³
Indentation (I.F.D.)	ASTM D3574 Test B ₁ Measured at 4” thickness	34 ± 4 lbs.
Compression Set	ASTM D3574 Test D - 50% constant deflection - Percent of original thickness	12% maximum
Elongation	ASTM D3574, Test E	100% minimum
Tear Strength	ASTM D3574, Test F	2.0 lbs. inch minimum
Tensile Strength	ASTM D3574, Test E	10 lbs./sq. inch minimum
Flex Fatigue	ASTM D3574, Test I ₃ (80,000 cycles)	
Thickness Loss	Percent of original thickness	8% maximum
Resiliency	ASTM D3574, Test H	30% minimum
Fungal Resistance	ASTM G-21	No growth
<u>Flammability Characteristics</u>		
Property	Test Method	Value
Rate of Heat Release	ASTM E1354 (a) Radiant Flux 50 kW/m ² (b) Horizontal Mode (2” sample) Run with an Edge Frame	A. Maximum Rate of Heat Release 100 kW/m ² B. Average Rate of Heat Release 45 kW/m ²
Radiant Panel Index*	ASTM D3675	I _s 10 or less*
NBS Smoke Chamber*	ASTM E662 Flaming and non-flaming modes, 1” samples	D _s 90 seconds 100 or less D _s 4 minutes 175 or less D _{max} 200*
Composite Mattress Test	ASTM E1590 (NFPA 267) Modified per NAVSEA 05Z6 PD 5-04A, Section 4.5.3.1 and ASTM F1085 Annex A1.	A. Net Peak HRR 35 kW maximum B. No flaming droplets C. Average SEA. 175 m ² /kg maximum
Federal Mattress Tests	16 CFR 1633 and 16 CFR 1632	Pass

*These two component tests are also fire performance requirements for shipboard cushioning within MIL-STD-1623E (SH)
November 21, 2013

ANNEX F - W8482-156647

- 7210-20-008-3705
78 in x 25 in. x 4 in.
- 7210-20-008-3707
78 in. x 27 in. x 4 in.



SURFACE CLASS SHIPS FULL DEPTH FOAM MATTRESS

Annex G - W8482-156647

67in Long x 23 in wide x 4.0 in thick

7210-20-A0K-8380

CORNER CUT-OUTS REQUIRED FOR RATINGS BARRS ONLY TO ENABLE MATTRESS TO FIT AROUND VENT DUCTS. CUT-OUTS TO BE ACHIEVED BY REMOVING SPRING COILS.

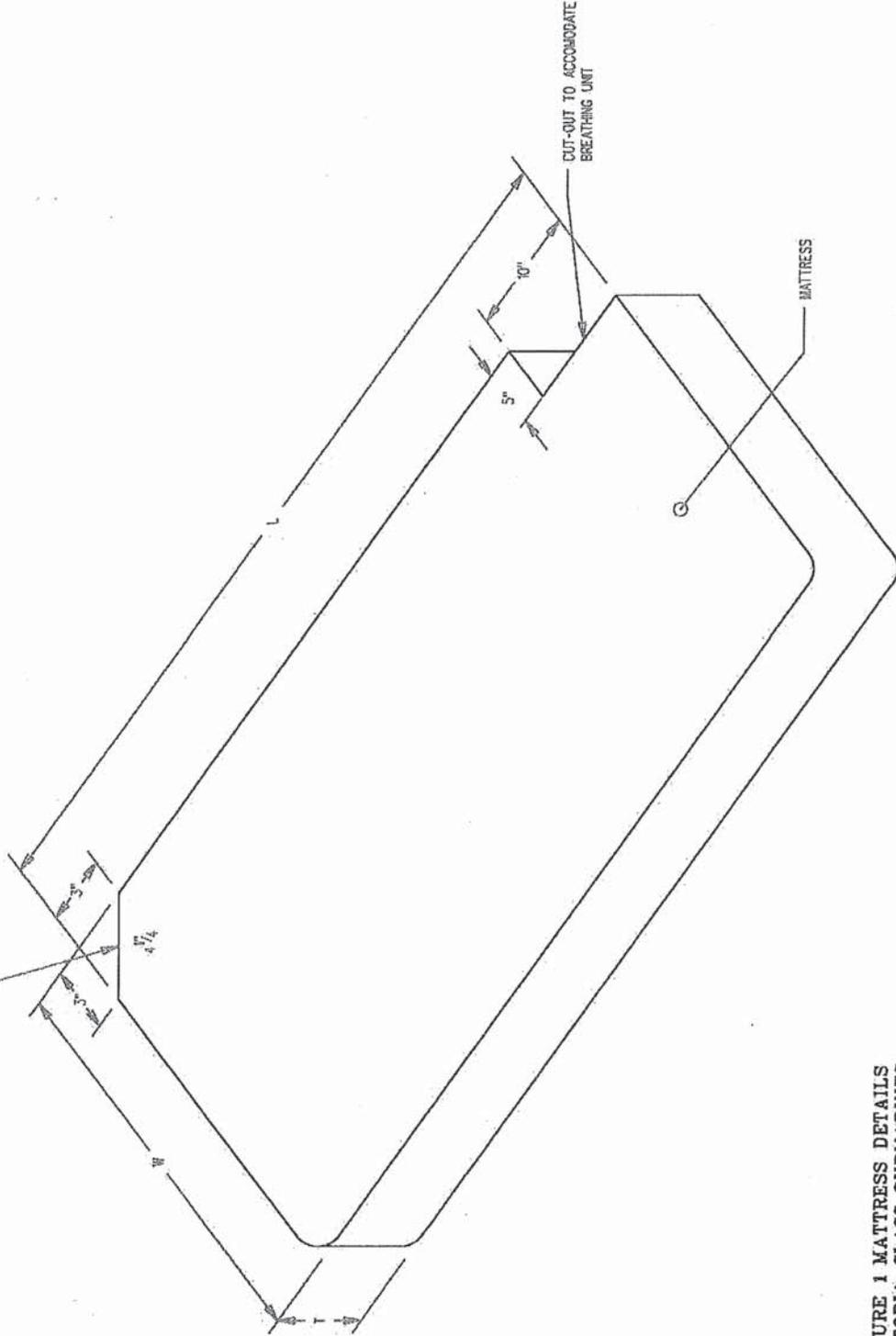


FIGURE 1 MATTRESS DETAILS
VICTORIA CLASS SUBMARINES



National
Defence

Défense
nationale

D-LM-008-036/SF-000

**DEPARTMENT OF NATIONAL DEFENCE
MINIMUM REQUIREMENTS
FOR
MANUFACTURER'S STANDARD PACK**

(BILINGUAL)

STOCK REPRINT: All changes incorporated up to and including
change 2 dated 1990-06-11

**EXIGENCES
DU MDN
EN MATIÈRE D'EMBALLAGE COMMERCIAL
DU FABRICANT**

(BILINGUE)

RÈIMPRESSIION DU STOCK: Tous les modificatifs sont inclus, y
compris le 2 modificatif du 1990-06-11

Issued on Authority of the Chief of the Defence Staff
Publiée avec l'autorisation du Chef d'état-major de la Défense

OPI: DSRO
BPR: DA(RE)

1983-01-24
Ch/Mod. 2 — 1990-06-11

Canada

LIST OF EFFECTIVE PAGES

Insert latest changed pages; dispose of superseded pages in accordance with applicable orders.

NOTE

The portion of the text affected by the latest change is indicated by a black vertical line in the margin of the page. Changes to illustrations are indicated by miniature pointing hands or black vertical lines.

Dates of issue for original and changed pages are:

ÉTAT DES PAGES EN VIGUEUR

Insérer les pages le plus récemment modifiées et disposer de celles qu'elles remplacent conformément aux instructions applicables.

NOTA

La partie du texte touchée par le plus récent modificatif est indiquée par une ligne verticale dans la marge. Les modifications aux illustrations sont indiquées par des mains miniatures à l'index pointé ou des lignes verticales noires.

Les dates de publication pour les pages originales et les pages modifiées sont:

Original/ page originale ... 01983-01-24	Ch/Mod. 6
Ch/Mod. 11986-07-15	Ch/Mod. 7
Ch/Mod. 21990-06-11	Ch/Mod. 8
Ch/Mod. 3	Ch/Mod. 9
Ch/Mod. 4	Ch/Mod. 10
Ch/Mod. 5	Ch/Mod. 11
		Ch/Mod. 12

Zero in Change No. Column indicates an original page. The use of the letter E or F indicates the change is in English or French only. Total number of pages in this publication is 10 consisting of the following:

Zéro dans la colonne des modificatifs indique une page originale. La lettre E ou F indique que la modification est exclusivement en anglais ou en français. La présente publication comprend 10 pages réparties de la façon suivante:

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Title/Page titre 2	i/ii 2
A 2	1 to/à 7/8 2

Contact Officer: DSRO 3-2-2

Personne responsable: DA(RE) 3-2-2

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DEPARTMENT OF NATIONAL DEFENCE
MINIMUM REQUIREMENTS FOR
MANUFACTURER'S STANDARD PACK

EXIGENCES DU MDN EN MATIÈRE
D'EMBALLAGE COMMERCIAL DU
FABRICANT

SCOPE

1. This specification states the circumstances under which the manufacturer's or supplier's standard pack can be used to fulfil the Canadian Forces requirement for cleaning, drying, preservation, packaging, packing and marking.

2. Where individual instructions for specific items have been included in the contract, eg type of preservation material to be applied, those instructions shall take precedence over paragraph 9.

3. Where the commodity specification for an item includes packaging, the commodity specification shall take precedence. Where the commodity specification contains more than one level of packaging and the required level is not specified in the procurement document, packaging shall be to the lowest level of protection established in the commodity specification (Level A being the highest-Level C or Commercial being the lowest).

PORTÉE

1. La présente ordonnance indique dans quels cas l'emballage commercial des fabricants ou des fournisseurs peut être utilisé afin de satisfaire aux exigences des Forces canadiennes en matière de nettoyage, de séchage, de préservation, d'emballage, d'empaquetage et de marquage.

2. Dans le cas où des dispositions du contrat stipulent l'emploi d'articles particuliers (par exemple, le genre de matériel à employer pour assurer la préservation), ces dispositions auront préséance sur le paragraphe 9.

3. Si les stipulations du contrat portant sur un article prévoient l'emballage, ces stipulations prévaudront. Lorsque les spécifications du produit prévoient plus d'un niveau d'emballage et que le niveau requis n'est pas précisé dans le document d'approvisionnement, l'emballage sera au plus bas niveau établi dans les spécifications du produit (le niveau A étant le plus haut, et le niveau C, ou commercial, étant le plus bas).

GENERAL REQUIREMENTS

4. Subject to the limitations set forth below, commercial cleaning, drying, preservation, packaging, packing and marking are acceptable. This specification neither requires nor precludes the use of Canadian Forces methods and/or materials.
5. Items shall be afforded adequate protection against deterioration and damage during handling and shipment. Packaging and marking shall be suitable for distribution to retail outlets.
6. Unless otherwise specified, bulk preservation, packaging, packing and marking such as those used in interplant and intraplant shipments, and for shipment to jobbers for repackaging and to part distribution outlets for represervation and packing, are not acceptable. (Examples: tote-boxes, open baskets, boxes without lids and such other handling aids.)
7. Cleaning, drying, preservation, packaging, packing and marking furnished by the supplier shall meet or exceed the following minimum requirements.

CLEANING

8. Items shall be free from dirt or contaminants which would contribute to deterioration of the item or which would require cleaning by the customer prior to use. Coatings of preservatives applied to the item for protection are not considered contaminants.

PRESERVATION

9. Items susceptible to corrosion or deterioration shall be protected by the use of preservative coatings, volatile corrosion inhibitors or desiccated packs.

DIRECTIVES GÉNÉRALES

4. Sous réserve des restrictions ci-dessous, les méthodes commerciales de nettoyage, de séchage, de préservation, d'emballage et d'empaquetage sont acceptables. La présente ordonnance n'exige ni n'exclut l'emploi des méthodes ou du matériel des Forces canadiennes.

5. Les articles doivent être bien protégés contre tout dommage ou détérioration lors de la manutention et de l'expédition. L'emballage et le marquage doivent convenir à la distribution aux magasins de détail.

6. Sauf avis contraire, la préservation, l'emballage, l'empaquetage ainsi que le marquage en bloc sont inacceptables pour la manutention interne ou la manutention d'un établissement à un autre, de même que pour l'expédition à des entrepreneurs en remballage et à des magasins de distribution pour un nouveau traitement de préservation et l'emballage. (Exemples d'emballages: boîtes de transport, paniers ouverts, boîtes sans couvercle et autres articles de manutention).

7. Les opérations de nettoyage, de séchage, de préservation, d'emballage, d'empaquetage et de marquage effectuées par le fournisseur doivent au moins répondre aux exigences suivantes.

NETTOYAGE

8. Les articles ne doivent être ni sales ni contaminés, ce qui contribuerait à les détériorer ou obligerait le client à les nettoyer avant de les utiliser. Les revêtements dont on couvre les marchandises constituent des agents de préservation et non des agents de contamination.

PRÉSERVATION

9. Les articles qui risquent de se corroder ou de se détériorer doivent être protégés à l'aide de revêtements de préservation, d'inhibiteurs de corrosion volatils ou d'emballages dessiccatifs.

CUSHIONING

10. Items requiring surface protection from physical and mechanical damage, or items that are fragile in nature, shall be protected by wrapping, cushioning, or other means to distribute shock and vibration during handling and shipment.

INTERIOR PACKS

11. Interior packs are classified as unit packs and intermediate packs. A unit pack is the first stage at which the item or quantity of items is enclosed in a container (bag, envelope, box, etc). Unit packs are a mandatory requirement of this specification and are limited to the parameters specified at paragraph 12. In extraordinary circumstances due to weight or size, eg sheet metal, bar stock, etc, exception to the limits imposed by paragraph 12 may be authorized by a qualified DND packaging specialist.

12. Unit Packs — Unless otherwise specified, the unit pack quantity shall not exceed 100 pieces and shall not weigh more than 25 pounds (11.3 kg). Single items weighing more than 10 pounds (4.5 kg) shall be individually packed.

13. **Intermediate Packs —** An intermediate pack is simply a number of unit packs placed in a larger container for convenience of handling, counting, and marking to the requirements of paragraph 16. Unless otherwise specified in the contract, intermediate packs are not mandatory, neither are they forbidden. The supplier may employ them or not, at his/her discretion. Unit packs or intermediate packs shall be packed into exterior shipping containers that meet common carrier acceptance and provide safe delivery to destination (see paragraph 14). Unit or intermediate packs that conform to these requirements need no supplemental protection.

BOURRAGE

10. Les articles fragiles ou dont la surface doit être protégée contre les avaries physiques ou mécaniques doivent être préservés grâce à un emballage, à un bourrage, ou à tout autre moyen servant à amortir les chocs et les vibrations pendant la manutention et le transport.

EMBALLAGES INTÉRIEURS

11. Les emballages intérieurs sont classés soit comme emballages individuels soit comme emballages intermédiaires. L'emballage individuel est la première forme sous laquelle un article ou un groupe d'articles est placé dans un contenant (sac, enveloppe, boîte, etc). L'emploi d'emballages individuels est obligatoire en vertu de la présente ordonnance, et assujetti aux règles spécifiées au paragraphe 12. Dans certains cas inhabituels, étant donné le poids ou les dimensions de l'objet (par exemple, tôle, barre, etc), un technicien du MDN, spécialiste en emballage, pourra autoriser des exceptions aux restrictions imposées au paragraphe 12.

12. Emballages individuels — Sauf avis contraire, un emballage individuel ne doit pas contenir plus de 100 articles et ne doit pas peser plus de 25 livres (11,3 kg). Les articles qui pèsent à eux seuls plus de 10 livres (4,5 kg) doivent être emballés individuellement.

13. **Emballages intermédiaires —** Il s'agit tout simplement d'un certain nombre d'emballages individuels qui sont placés dans un plus grand contenant en vue de faciliter la manutention, le comptage et le marquage conformément au paragraphe 16 ci-dessous. Sauf mention expresse au contrat, l'emploi d'emballages intermédiaires n'est ni obligatoire, ni interdit. En fait, il est laissé à la discrétion du fournisseur. Les emballages individuels ou intermédiaires doivent être déposés dans des contenants d'expédition extérieurs que le transporteur juge d'ordinaire acceptables pour assurer une livraison sûre au destinataire (voir paragraphe 14 ci-dessous). Les emballages qui satisferont à ces exigences ne nécessitent aucune protection supplémentaire.

SHIPPING CONTAINERS

14. These are containers that are acceptable to the common carrier for safe delivery to consignee at the lowest applicable rate, eg corrugated fibreboard, wood, plywood, hardboard, boxes, barrels, crates, shipping drums, some types of baskets and, in some instances, loose items.

15. The use of containers that have been used previously for the shipment or storage of other items is permissible, if approved by the appropriate packaging specialist. The exception being that previously used corrugated fibreboard boxes are not an acceptable shipping container and are not to be used under any circumstances.

MARKING PROCEDURES

16. Besides markings that are required to effect delivery of material (consignee, consignor), certain other markings are required on shipping containers and, in some instances, on interior containers. When the contents of a shipping container comprise only one item of material (regardless of quantity), the interior containers need not be marked. When, however, the shipping containers hold more than one item of material (more than one NATO Stock number), the interior containers must be marked. If intermediate packs are employed within a shipping container they must be marked, but the unit packs need not. If intermediate packs are not employed, each unit pack must be marked.

17. **Interior Containers** — The required markings for interior containers are as follows:

NATO stock number — as shown on the contract.

Description — noun or noun phrase.

Quantity — as determined by the supplier.

CONTENANTS D'EXPÉDITION

14. Ce sont les contenants que le transporteur peut d'ordinaire juger acceptable pour assurer une livraison sûre au destinataire au taux le plus bas. Il peut s'agir par exemple de carton-fibre ondulé, de bois, de contre-plaqué, de carton dur, de boîtes, de barils, de caisses, de certains genres de paniers, et, dans certains cas, d'articles en vrac.

15. Il est permis d'employer des contenants qui ont déjà servi au transport ou à l'entreposage d'autres articles si le spécialiste en emballage l'autorise. Il est toutefois strictement interdit d'employer des boîtes de carton-fibre ondulé qui ont déjà servi et qui ne sont pas considérées comme des contenants d'expédition acceptables.

MÉTHODES DE MARQUAGE

16. En plus des inscriptions nécessaires pour la livraison du matériel (noms du destinataire et de l'expéditeur), certaines autres inscriptions doivent être apposées sur les contenants d'expédition et, dans certains cas, sur les contenants intérieurs. Lorsqu'un contenant ne renferme que les articles de même nature, peu importe la quantité, il n'est pas nécessaire de marquer les contenants intérieurs. Toutefois, il faut le faire lorsque le contenant d'expédition compte plus d'une sorte d'articles (articles portant des numéros de nomenclature OTAN différents). En outre, il faut marquer les emballages intermédiaires groupés dans un contenant d'expédition, mais pas les emballages individuels qu'ils contiennent. Toutefois, si l'on n'emploie pas d'emballage intermédiaire, il faut identifier chacun des emballages individuels.

17. **Contenants intérieurs** — Les inscriptions apposées sur les contenants intérieurs doivent comporter les renseignements suivants:

Numéro de nomenclature OTAN — indiqué sur le contrat.

Description — substantif ou locution substantive.

Quantité — établie par le fournisseur.

18. Shipping Containers — Each shipping container must bear the following markings on one face of the container (preferably the end or smaller face):

NATO stock number — as shown on the contract.

Description — noun or noun phrase.

Quantity — as determined by the supplier.

Gross weight — packed weight of the container.

Contract serial number — as shown on the contract.

One contrasting face of the container (preferably on the side or larger face) must bear the following shipping instructions:

Consignee — as shown on the contract.

Consignor — supplier's name or symbol.

Container number — relation of the container within the shipment (Example: "Case 1 of 1").

NOTE — The last shipment container shall have affixed to its face an envelope containing the contract supply voucher, release note, packing list, etc. This envelope, which shall be water resistant, shall be prominently marked "Packing Slip Enclosed" and securely affixed to the outside wall of the container.

APPLICATION OF MARKINGS

19. The most satisfactory method of applying markings to containers is by stencil and marking

18. Contenants d'expédition — Chaque contenant d'expédition doit porter les renseignements suivants sur l'une de ses faces (de préférence la plus petite ou celle du bout):

Numéro de nomenclature OTAN — indiqué sur le contrat.

Description — substantif ou locution substantive.

Quantité — établie par le fournisseur.

Poids brut — poids du contenant après emballage.

Numéro de série du contrat — indiqué sur le contrat.

Il faut inscrire sur la face opposée de chaque contenant (la face du côté ou la face la plus grande) les directives d'expédition suivantes:

Nom du destinataire — indiqué sur le contrat.

Nom de l'expéditeur — nom ou logotype du fournisseur.

Numéro du conteneur — par rapport à l'ensemble de l'envoi; par exemple, «conteneur 1 de 1.»

NOTA — Le dernier conteneur d'expédition doit porter sur l'une de ses faces une enveloppe contenant le bordereau d'approvisionnement annexé au contrat, l'avis de remise, le bordereau d'expédition, etc. Il faut inscrire clairement sur cette enveloppe, qui doit être imperméable «Bordereau d'expédition inclus,» et la fixer solidement au panneau extérieur du conteneur.

MARQUAGE

19. La meilleure méthode de marquage consiste à utiliser un pochoir et de l'encre à marquer.

ink. Labels may be used but the characters must be sufficiently large to facilitate reading from a reasonable distance. If stencilling is impracticable, because of container shape or because of the material from which the container is manufactured, tags may be used (see paragraph 20). Marking inks shall be fade resistant.

UNUSUAL MARKING CIRCUMSTANCES

20. The above marking instructions mainly concern boxes and it is realized that in some instances the shipping container may be a bag, sack, bale, pail, drum, barrel, basket or loose item. In these circumstances, the markings quoted in paragraph 16 are still required but it will be permissible to apply the markings by means of tags firmly attached to the containers or loose items. The NATO stock number description, quantity, contract serial number shall be shown on one tag or on one side of a tag and the consignee, consignor, container number, number of containers and packing slip enclosed shall be shown on the opposite side of the same tag, or on another tag.

21. Dangerous goods/hazardous materials — materiel which is classed as dangerous/hazardous shall have the shipping containers marked in accordance with the Transportation of Dangerous Goods Act; and the immediate product container shall be marked in accordance with the Hazardous Products Act.

22. Bilingual Materiel Safety Data Sheets (2 copies) indicating the NATO Stock Number as specified on the procurement document shall be provided, with one copy being enclosed with the shipment and one copy to be mailed to: National Defence Headquarters, MGen. George R. Pearkes Building, Ottawa, Canada, K1A 0K2, Attention: DSRO 3-2-3-2.

On peut également se servir d'étiquettes, mais les caractères employés doivent être assez gros pour se lire aisément à une distance raisonnable. On peut avoir recours à cette méthode lorsqu'on ne peut employer la première en raison de la forme du contenant ou de la matière dont il est fait (voir paragraphe 20). Les encres à marquer doivent être indélébiles.

MARQUAGE — CAS PARTICULIERS

20. Les directives de marquage ci-dessus s'appliquent surtout en ce qui a trait aux boîtes, mais il peut arriver que le contenant d'expédition soit un sac, une poche, un ballot, un seau, une caisse, un baril ou un panier, ou que l'article ne soit pas emballé. Dans de tels cas, le marquage décrit au paragraphe 16 demeure nécessaire, mais il est permis de marquer les contenants ou les articles séparés à l'aide d'étiquettes solidement fixées. Il faut inscrire le numéro de nomenclature OTAN, la description, la quantité, le numéro de série du contrat sur une étiquette ou sur l'un de ses côtés, et le nom du destinataire et de l'expéditeur, le numéro du contenant et le nombre total de contenants ainsi que la mention «Bordereau d'expédition inclus» sur une autre étiquette ou au verso de la même étiquette.

21. Dans le cas des matières dangereuses, il faudra se conformer aux dispositions de la Loi sur le transport des marchandises dangereuses pour le marquage des contenants d'expédition, et aux dispositions de la Loi sur les produits dangereux pour le marquage de l'emballage intérieur.

22. Il faudra fournir des fiches techniques santé-sécurité bilingues (en deux copies) portant le numéro de nomenclature OTAN, tel qu'il est indiqué sur le document d'approvisionnement; une copie devra être insérée dans le contenant d'expédition et l'autre postée au Quartier général de la Défense nationale, édifice mgén George R. Pearkes, Ottawa, Canada, K1A 0K2, aux soins du DA(RE) 3-2-3-2.

23. USA regulations covering these dangerous materials can be found in Code of Federal Regulations, title 49, sub-chapter A, parts 100 to 199, which cover transportation of hazardous materials by rail, highway, aircraft and vessel. Carriage by military aircraft is regulated by USA DOD AFM 71-4.

QUALITY ASSURANCE PROVISIONS

24. Quality assurance provisions shall be as specified in the contract.

PREPARATION FOR DELIVERY

25. Prepare for delivery as applicable. Materiel handling aids such as pallets, crates etc, shall be utilized where applicable to facilitate off loading of materiel from transport vehicles at destination.

NOTES

1. **Deviation from Specification** — If the contractor wishes to suggest other proposals or otherwise depart from the current issue of this specification, he shall forward his proposals immediately, to the Department for approval.
2. **Inquires** — Any question relating to this specification are to be referred to the Department's authorized representative. Technical assistance may be obtained by contracting the Packaging Officer at the Supply Depot indicated on the procurement document.
3. **Specification** — Copies of this specification may be obtained from the Department of National Defence, Attention DGPS 3-2, Ottawa, Ontario, K1A 0K2.

23. Les règlements américains se rapportant aux matières dangereuses sont énoncés dans le «Code of Federal Regulations» titre 49, sous-chapitre A, parties 100 à 199. Ce document traite du transport des matières dangereuses par chemin de fer, par route, par air et par mer. Les règlements régissant le transport par avion militaire sont contenus dans la publication américaine DOD AFM 71-4.

ASSURANCE DE LA QUALITÉ

24. Toutes les dispositions en matière de contrôle de la qualité doivent figurer au contrat.

LIVRAISON

25. La préparation en vue de la livraison devra être conforme aux directives applicables. Il faudra utiliser au besoin des dispositifs de manutention, par exemple, des palettes, des caisses à claire-voie, etc., pour faciliter le déchargement des marchandises des véhicules de transport une fois rendus à destination.

NOTA

1. **Dérogations à l'ordonnance** — Si l'entrepreneur désire faire d'autres suggestions ou déroger à la présente ordonnance, il doit envoyer immédiatement ses suggestions au Ministère pour approbation.
2. **Questions** — Toute question portant sur la présente ordonnance doit être adressée à un représentant autorisé du Ministère. On peut obtenir une aide technique en communiquant avec l'agent d'emballage du dépôt d'approvisionnement dont le nom figure sur le document d'approvisionnement.
3. **Spécification** — On peut se procurer des exemplaires de la présente spécification en s'adressant au ministère de la Défense Nationale, Ottawa (Ontario) K1A 0K2, aux soins de la DGSP 3-2.

