

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet RISO - Chartering of Aircraft	
Solicitation No. - N° de l'invitation F5636-140088/A	Date 2015-06-23
Client Reference No. - N° de référence du client F5636-14-0088	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-305-9555
File No. - N° de dossier HAL-5-75019 (305)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-09	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Collier, Susan	Buyer Id - Id de l'acheteur hal305
Telephone No. - N° de téléphone (902)496-5350 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS CANADIAN COAST GUARD (FLEET) 50 DISCOVERY DRIVE, 5TH FLOOR DARTMOUTH NOVA SCOTIA B2Y3Z8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

F5636-140088/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal305

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

F5636-14-0088

HAL-5-75019

REQUEST FOR INDIVIDUAL STANDING OFFER (RISO) ATTACHED HEREIN.

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Solicitation No. - N° de l'invitation
F5636-140088/A
Client Ref. No. - N° de réf. du client
F536-140088/A

Amd. No. - N° de la modif.
File No. - N° du dossier
F5636-140088

Buyer ID - Id de l'acheteur
HAL305
CCC No./N° CCC - FMS No./N° VME

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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 Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

Public Works and Government Services on behalf of Canadian Coast Guard has a requirement to provide Air Charter Services on an as and when requested basis for a two year period with the option to extend the standing offer by two, 1 year option periods. The charter service shall transport Canadian Coast Guard (CCG) personnel for the Canadian Coast Guard – Atlantic Region (Dartmouth), as indicated in Annex A herein but not restricted to the indicated locations (all flights are return). Type of equipment, maximum passengers, maximum payloads, estimated flight time and fuel burn at maximum capacity. See Annex A for more information.

The requirement is subject to a preference for Canadian goods and/or services."

This requirement is subject to the Agreement on Internal Trade (AIT).

- (i) as per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

(ii) "For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

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>) 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

2.1.1 SACC Manual Clauses

M9033T – Financial Capability - 2011-05-16
A3050T – Canadian Content Definition – 2014-11-27
A0220T – Evaluation of Price – Bid – 2014-06-26

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. Former Public Servant

M3025T Former Public Servant (2014-11-27)

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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.

2.5. 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 Nova Scotia.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (two (2) hard copies)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Basis of Payment as detailed in Annex B herein. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The following mandatory criteria shall be met prior to the offer being further considered. It is recommended that the bidder address these criterion in sufficient detail as to ensure that the evaluation team may adequately assess compliance.

- 1. The Bidder shall provide details of one (1) similar project completed within the last 5 years stating the scope, client, financial limitation, contact info, etc.**
- 2. The Bidder shall provide pricing in accordance with Annex B herein.**

4.1.2 Financial Evaluation

4.1.2.1 SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

4.2 Basis of Selection

4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet the mandatory technical criteria to be declared responsive. The responsive offer with the lowest evaluated price for the initial two year period including two option periods will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Standing Offer

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

5.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.3.1 Canadian Content Certification (2010-01-11)

This procurement is limited to Canadian goods.

The Offeror certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

5.1.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

5.1.3.2 Status and Availability of Resources (2010-01-11)

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.1.3.3 Former Public Servant – Competitive Requirements

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24

as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

PART 6 - FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Financial Capability

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

1. **Financial Capability Requirement:** The Offeror must have the financial capability to fulfill this requirement. To determine the Offeror's financial capability, the Standing Offer Authority may, by written notice to the

Offeror, require the submission of some or all of the financial information detailed below during the evaluation of offers. The Offeror must provide the following information to the Standing Offer Authority within fifteen (15) working days of the request or as specified by the Standing Offer Authority in the notice:

- a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Offeror's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Offeror's last three fiscal years, or for the years that the Offeror has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Standing Offer Authority, the Offeror must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Standing Offer Authority requests this information.
 - c. If the Offeror has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Standing Offer Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Offeror that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Offeror outlining the total of lines of credit granted to the Offeror and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Standing Offer Authority requests this information.
2. If the Offeror is a joint venture, the financial information required by the Standing Offer Authority must be provided by each member of the joint venture.
 3. If the Offeror is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Standing Offer Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Offeror, and the financial capability of a parent cannot be substituted for the financial capability of the Offeror itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
 4. **Financial Information Already Provided to PWGSC:** The Offeror is not required to resubmit any financial information requested by the Standing Offer Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Offeror identifies to the Standing Offer Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Offeror authorizes the use of the information for this requirement.

It is the Offeror's responsibility to confirm with the Standing Offer Authority that this information is still on file with PWGSC.

5. **Other Information:** Canada reserves the right to request from the Offeror any other information that Canada requires to conduct a complete financial capability assessment of the Offeror.
6. **Confidentiality:** If the Offeror provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Offeror's financial capability to fulfill this requirement, Canada may consider any security the Offeror is capable of providing, at the Offeror's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

6.2 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work 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) (<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 (2014-09-25) 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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis 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 no later than thirty (30) 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 from July 1, 2015 up to and including June 30th, 2017 inclusive.

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 an additional two (2) one year option periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 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:

Name: Susan Collier
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Atlantic Region
Address: 1713 Bedford Row
Halifax, N.S
Telephone: 902-496-5350
Facsimile: 902- 496-5012
E-mail address: susan.collier@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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The Project Authority for the Standing Offer is (to be given upon award):

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is CCG Authority as indicated herein.

7.8 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, etc.* Or an electronic version.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$TBD (*Applicable Taxes excluded*) for the initial 2 year period 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 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.

7.11 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 2035 Higher Complexity – Services (2014-09-25);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Usage Report;
- h) Annex D, Code of Conduct;
- i) the Offeror's offer dated _____ (*insert date of offer*)

7.12 Certifications

7.12.1 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.

7.12.2 SACC Manual Clauses

Canadian Content Certification - M3060C (2008-05-12)

Aircrew Requirements – B4030C (2006-06-16)

Safety Briefing – B4032C (2006-06-16)

Air Transportation – A0038C (2006-06-16)

Air Charter Insurance - G4001C (2014-06-26)

1. The Contractor must not provide a domestic or international aircraft charter service to Canada unless, for every incident related to the Contractor's operation of that service, it has:
 - a. liability insurance covering risks of injury to or death of passengers in an amount that is not less than the amount determined by multiplying \$300,000 by the number of passenger seats on board the aircraft engaged in the service, or in accordance with the applicable regulations, whichever is greater;
 - b. in addition to passenger liability limits in (a) above, insurance covering risks of public liability in an amount that is not less than:
 - i. \$1,000,000, where the maximum permissible take-off weight of the aircraft less than 3,402 kg (7,500 pounds);

- ii. \$2,000,000, where the maximum permissible take-off weight of the aircraft is between 3,402 kg (7,500 pounds) and 8,165kg (18,000 pounds); and,
 - iii. \$2,000,000 plus an amount determined by multiplying \$68 by the number of kilograms by which the maximum permissible take-off weight of the aircraft exceeds 8,165 kg (18,000 pounds), where the maximum permissible take-off weight of the aircraft is over 8,165 kg.
2. The insurance coverage required by subsection 1.(a) does not need to extend to any passenger who is an employee of the Contractor if workers' compensation legislation governing a claim for damages against that Contractor by the employee is applicable.
3. The Contractor's insurance must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the contract, extend to assumed liabilities with respect to contractual obligations

Commercial General Liability Insurance - G2001C (2014-06-26)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Use of a 406 Beacon

In accordance with Transport Canada's regulation, aircraft are required to be equipped with 406 MHz Emergency Locator transmitters (ELT) or suitable equivalents. The supplier shall request the charter and commercial aircraft operators to provide some form of assurance that they have installed a 406 MHz beacon or if the 406 beacon is not in use, other alternatives may be considered, such as requiring an increased communication/reporting regime or making use of alternate alerting and locating devices that are equivalent to the 406 MHz capability.

7.13 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 Nova Scotia.

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 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 17 Interest on Overdue Accounts, of 2035 17 (2008-12-12) Interest on Overdue Accounts will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

The Contractor shall be paid in accordance with Annex B, Basis of Payment, attached.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TBD . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3 Single Payment H1000C (2008-05-12)

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

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

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7.5.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

7.6 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.

Each invoice must be supported by:

IPricing shall be shown as equipment cost and estimated fuel usage (using max payload as a base). Actual fuel cost must be shown as a separate item on all invoice documents and must include supporting documentation. No mark up or profit for fuel purchased will be allowed.

- All Airport improvement fees, security charges and other levies that may be imposed must be shown as separate items with supporting documentation. Actual costs only will be paid- no mark up will be allowed.
- Invoices to:

Canadian Coast Guard (Fleet)
50 Discovery Drive, 5th Floor
P.O. Box 1000
Dartmouth, NS
B2Y 3Z8

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ANNEX "A"

STATEMENT OF WORK

Work shall be performed in accordance with the following:

AIRCRAFT CHARTER

REQUIREMENT #A – HALIFAX BASED DEPARTURES

CHARTER AIRCRAFT:

- Seating capacity and possible destinations are identified with the examples indicated within this document.
- Desired cargo capacity (over and above 190lbs per person and standard luggage of 50lbs per person) Max payload must be stipulated per segment.
- Aircraft should be turboprop or jet propelled
- Meet or exceed all associated rules, regulations, laws or acts governing aircraft and their crews including, but not restricted, to the Aeronautics Act and the Canadian Aviation Regulations.

FLIGHT SCHEDULES:

- Depart Halifax International generally 0800 hours of day of scheduled flight unless otherwise specified.
- Date, time, passenger manifest, and cargo will be confirmed within 24-hours of departure.
- Time estimates (indicated in minutes) must be provided for all flights and station stops, including fuel, as well as arrival/departure times (24hr clock using station local time) must be provided with response documents.
- On average, the Canadian Coast Guard requires an aircraft layover period of three hours at destination. Authorisation to depart lies with the Senior on-site CCG Representative (Commanding Officer in the case of CCG Ships)

INVOICING:

- Pricing shall be shown as equipment cost and estimated fuel usage (using max payload as a base). Actual fuel cost must be shown as a separate item on all invoice documents and must include supporting documentation. No mark up or profit for fuel purchased will be allowed.
- All Airport improvement fees, security charges and other levies that may be imposed must be shown as separate items with supporting documentation. Actual costs only will be paid- no mark up will be allowed.
- Invoices to:

Canadian Coast Guard (Fleet)
50 Discovery Drive, 5th Floor
P.O. Box 1000
Dartmouth, NS B2Y 3Z8

CHARTER SERVICE TO INCLUDE:

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- Appropriate cargo storage space for ship's stores. Packaging and/or handling requirements by the Air Carrier must be identified.
- The Supplier is to provide complete flight schedules, all flight numbers, local contact co-ordinator(s) and phone, fax and email coordinates of their passenger and cargo loading agents at all destinations or stopovers within 24 hours prior to departure.
- The Supplier is to provide regular and silent hours company contact numbers, **including dispatch center(s) and applicable email addresses**. CCG generally will send notices by email. Suppliers/Operators are responsible for providing documentation to their contacts that do not possess email capability.
- The Canadian Coast Guard must be notified and regularly updated, by the Supplier, of **any deviation greater than 30 minutes** from established flight time schedule and immediately if a destination or fuel stop change is required. During regular operating hours contact shall be with the Canadian Coast Guard – Atlantic Travel desk at 902-426-4613. During silent hours contact is through the Canadian Coast Guard Atlantic Authority listed within this document.
- No alcoholic beverages are to be served on the charter flight.
- ***Flight is to be solely for authorised CCG personnel, authorised passengers and associated gear. For security purposes no additional cargo or passengers will be permitted without clearance from the Canadian Coast Guard authorities indicated in this document.***

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CCG Atlantic Fixed Wing Aircraft Charters – Requirement #A

To provide aircraft equipment to transport CCG Personnel for the Canadian Coast Guard - Atlantic Region (Dartmouth), as indicated below but not restricted to the indicated locations(all flights are return). Type of equipment, maximum passengers, maximum payload, estimated flight time and fuel burn at maximum capacity.

Halifax NS/Charlottetown PEI

Halifax NS/Gaspé PQ

Halifax NS/St. John's NF

Halifax NS/Saint John NB

Halifax NS/Sydney NS

Halifax NS/Deer Lake NF

Halifax NS/Nain NF

Halifax NS/Mont Joli QC

Halifax NS/Matane QC

Number of Passengers

6-8 Passengers
8-14 Passengers
15-21 Passengers
22-35 Passengers
36-50 Passengers

Note(s): Canadian Coast Guard will confirm all itineraries and manifests within 24 hours of planned departure.

All destinations and dates are subject to operational requirements.

Embarkation / disembarkation may be achieved using a Fixed Base Operator.

In the event that the air carrier is unable to contact the Crewing Officer, the Canadian Coast Guard Regional Operations Center shall be contacted using the twenty-four hour emergency number 1-709-772-6220.

AIRCRAFT CHARTER

STATEMENT OF REQUIREMENTS

REQUIREMENT #B – ST. JOHN'S BASED DEPARTURES

CHARTER AIRCRAFT:

- Seating capacity and possible destinations are identified with the examples indicated within this document.
- Desired cargo capacity (over and above 190lbs per person and standard luggage of 50lbs per person) Max payload must be stipulated per segment.
- Aircraft should be turboprop or jet propelled
- Meet or exceed all associated rules, regulations, laws or acts governing aircraft and their crews including, but not restricted, to the Aeronautics Act and the Canadian Aviation Regulations.

FLIGHT SCHEDULES:

- Depart St. John's International generally 0800 hours of day of scheduled flight unless otherwise specified.
- Date, time, passenger manifest, and cargo will be confirmed within 24-hours of departure.
- Time estimates (indicated in minutes) must be provided for all flights and station stops, including fuel, as well as arrival/departure times (24hr clock using station local time) must be provided with response documents.
- ON average, the Canadian Coast Guard requires an aircraft layover period of three hours at destination. Authorisation to depart lies with the Senior on-site CCG Representative (Commanding Officer in the case of CCG Ships)

INVOICING:

- Pricing shall be shown as equipment cost and estimated fuel usage (using max payload as a base). Actual fuel cost must be shown as a separate item on all invoice documents and must include supporting documentation. No mark up or profit for fuel purchased will be allowed.
- All Airport improvement fees, security charges and other levies that may be imposed must be shown as separate items with supporting documentation. Actual costs only will be paid- no mark up will be allowed.
- Invoices to:

Canadian Coast Guard (Fleet)
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1

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CHARTER SERVICE TO INCLUDE:

- Appropriate cargo storage space for ship's stores. Packaging and/or handling requirements by the Air Carrier must be identified.
- The Supplier is to provide complete flight schedules, all flight numbers, local contact co-ordinator(s) and phone, fax and email coordinates of their passenger and cargo loading agents at all destinations or stopovers within 24 hours prior to departure.
- The Supplier is to provide regular and silent hours company contact numbers, **including dispatch center(s) and applicable email addresses**. CCG generally will send notices by email. Suppliers/Operators are responsible for providing documentation to their contacts that do not possess email capability.
- The Canadian Coast Guard must be notified and regularly updated, by the Supplier, of **any deviation greater than 30 minutes** from established flight time schedule and immediately if a destination or fuel stop change is required. During regular operating hours contact shall be with the Canadian Coast Guard – Atlantic Travel desk at 709-772-5821. During silent hours contact is through the Canadian Coast Guard Atlantic Authority listed within this document.
- No alcoholic beverages are to be served on the charter flight.
- ***Flight is to be solely for authorised CCG personnel, authorised passengers and associated gear. For security purposes no additional cargo or passengers will be permitted without clearance from the Canadian Coast Guard authorities indicated in this document.***

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CCG Atlantic Fixed Wing Aircraft Charters – Requirement #B

To provide aircraft equipment to transport CCG Personnel for the Canadian Coast Guard - Atlantic Region (St. John's), as indicated below but not restricted to the indicated locations(all flights are return). Type of equipment, maximum passengers, maximum payload, estimated flight time and fuel burn at maximum capacity.

St. John's NL /Deer Lake NL
St. John's NL /Stephenville NL
St. John's NL /St. Anthony NL
St. John's NL /Goose Bay NL

St. John's NL/Charlottetown PEI

St. John's NL/Halifax NS
St. John's NL /Sydney NS

St. John's NL /Dalhousie NB

St. John's NL /Blanc Sablon QC
St. John's NL /Gaspé QC
St. John's NL /Mont Joli QC
St. John's NL /Baggotville QC
St. John's NL /Quebec City QC

Number of Passengers

6-8 Passengers
8-14 Passengers
15-21 Passengers
22-35 Passengers
36-50 Passengers

Note(s): Canadian Coast Guard will confirm all itineraries and manifests within 24 hours of planned departure.

All destinations and dates are subject to operational requirements.

Embarkation / disembarkation may be achieved using a Fixed Base Operator.

In the event that the air carrier is unable to contact the Crewing Officer, the Canadian Coast Guard Regional Operations Center shall be contacted using the twenty-four hour emergency number 1-709-772-6220.

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ANNEX "B"

BASIS OF PAYMENT

Pricing shall be submitted in accordance with the following:

Prices shall not include fuel, airport improvement fees, air travel security fee, any after hour airport call-out fees, or de-icing costs which shall be reimbursed at cost at time of charter flight, supported by receipts, with no allowance for overhead or profit. All prices are GST/HST extra.

All prices shall include return flights.

A. ORIGINATING FROM NOVA SCOTIA

Initial Period : For the Period July 1st, 2015 up to and including June 30th, 2017.

<u>Size of Plane:</u>	<u>Halifax NS/Charlottetown PEI</u>	<u>Halifax NS/Gaspé PQ</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	<u>Halifax NS/St. John's NF</u>	<u>Halifax NS/Saint John NB</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	<u>Halifax NS/Sydney NS</u>	<u>Halifax NS/Deer Lake NF</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	<u>Halifax NS/Nain NF</u>	<u>Halifax NS/Mont Joli QC</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	<u>Halifax NS/Matane QC</u>
6-8 Passengers	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum

Total for Initial 2 Year Period

\$ _____

Option Year One (1) : For the Period July 1st, 2017 up to and including June 30th, 2018.

Size of Plane:	Halifax NS/Charlottetown PEI	Halifax NS/Gaspé PQ
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum
	Halifax NS/St. John's NF	Halifax NS/Saint John NB
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum
	Halifax NS/Sydney NS	Halifax NS/Deer Lake NF
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum
	Halifax NS/Nain NF	Halifax NS/Mont Joli QC
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum
	Halifax NS/Matane QC	Total for Option Year One (1)
6-8 Passengers	\$ _____ lump sum	\$ _____
8-14 Passengers	\$ _____ lump sum	
15-21 Passengers	\$ _____ lump sum	
22-35 Passengers	\$ _____ lump sum	
36-50 Passengers	\$ _____ lump sum	

Option Tear Two (2) : For the Period July 1st, 2018 up to and including June 30th, 2019.

Size of Plane:	Halifax NS/Charlottetown PEI	Halifax NS/Gaspé PQ
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	Halifax NS/St. John's NF	Halifax NS/Saint John NB
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	Halifax NS/Sydney NS	Halifax NS/Deer Lake NF
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	Halifax NS/Nain NF	Halifax NS/Mont Joli QC
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	Halifax NS/Matane QC	
6-8 Passengers	\$ _____ lump sum	Total for Option Year Two (2)
8-14 Passengers	\$ _____ lump sum	
15-21 Passengers	\$ _____ lump sum	\$ _____
22-35 Passengers	\$ _____ lump sum	
36-50 Passengers	\$ _____ lump sum	

A. GRAND TOTAL FOR THE INITIAL TWO (2) YEAR PERIOD PLUS OPTION YEAR ONE (1) AND OPTION YEAR TWO (2).

\$ _____

B. ORIGINATING FROM NEWFOUNDLAND

Initial Period : For the Period July 1st, 2015 up to and including June 30th, 2017.

<u>Size of Plane:</u>	<u>St. John's NL /Deer Lake NL</u>	<u>St. John's NL /Stephenville NL</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	<u>St. John's NL /St. Anthony NL</u>	<u>St. John's NL /Goose Bay NL</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	<u>St. John's NL/Charlottetown PEI</u>	<u>St. John's NL/Halifax NS</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	<u>St. John's NL /Sydney NS</u>	<u>St. John's NL /Dalhousie NB</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	<u>St. John's NL /Blanc Sablon QC</u>	<u>St. John's NL /Gaspé QC</u>
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

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HAL305
CCC No./N° CCC - FMS No./N° VME

	St. John's NL /Mont Joli QC	St. John's NL /Baggotville QC
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /Quebec City QC	B. Total for Initial Two (2) Year
6-8 Passengers	\$ _____ lump sum	
8-14 Passengers	\$ _____ lump sum	\$ _____
15-21 Passengers	\$ _____ lump sum	
22-35 Passengers	\$ _____ lump sum	
36-50 Passengers	\$ _____ lump sum	

B ORIGINATING FROM NEWFOUNDLAND

Option Year One (1) : For the Period July 1st, 2017 up to and including June 30th, 2018.

<u>Size of Plane:</u>	St. John's NL /Deer Lake NL	St. John's NL /Stephenville NL
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /St. Anthony NL	St. John's NL /Goose Bay NL
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL/Charlottetown PEI	St. John's NL/Halifax NS
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

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	St. John's NL /Sydney NS	St. John's NL /Dalhousie NB
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /Blanc Sablon QC	St. John's NL /Gaspé QC
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /Mont Joli QC	St. John's NL /Baggotville QC
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /Quebec City QC	B. Total for Option Year One (1)
6-8 Passengers	\$ _____ lump sum	
8-14 Passengers	\$ _____ lump sum	\$ _____
15-21 Passengers	\$ _____ lump sum	
22-35 Passengers	\$ _____ lump sum	
36-50 Passengers	\$ _____ lump sum	

B.ORIGINATING FROM NEWFOUNDLAND

Option Year Two (2) : For the Period July 1st, 2018 up to and including June 30th, 2019.

<u>Size of Plane:</u>	St. John's NL /Deer Lake NL	St. John's NL /Stephenville NL
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

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	St. John's NL /St. Anthony NL	St. John's NL /Goose Bay NL
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL/Charlottetown PEI	St. John's NL/Halifax NS
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /Sydney NS	St. John's NL /Dalhousie NB
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /Blanc Sablon QC	St. John's NL /Gaspé QC
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /Mont Joli QC	St. John's NL /Baggotville QC
6-8 Passengers	\$ _____ lump sum	\$ _____ lump sum
8-14 Passengers	\$ _____ lump sum	\$ _____ lump sum
15-21 Passengers	\$ _____ lump sum	\$ _____ lump sum
22-35 Passengers	\$ _____ lump sum	\$ _____ lump sum
36-50 Passengers	\$ _____ lump sum	\$ _____ lump sum

	St. John's NL /Quebec City QC	B. Total for Option Year Two (2)
6-8 Passengers	\$ _____ lump sum	
8-14 Passengers	\$ _____ lump sum	\$ _____
15-21 Passengers	\$ _____ lump sum	
22-35 Passengers	\$ _____ lump sum	
36-50 Passengers	\$ _____ lump sum	

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B. GRAND TOTAL FOR THE INITIAL TWO (2) YEAR PERIOD PLUS OPTION YEAR ONE (1) AND OPTION YEAR TWO (2).

\$ _____

A+B. GRAND TOTAL FOR THE INITIAL TWO (2) YEAR PERIOD PLUS OPTION YEAR ONE (1) AND OPTION YEAR TWO (2) FOR FLIGHTS ORIGINATING FROM NOVA SCOTIA AND FROM NEWFOUNDLAND

Grand Total A+B \$ _____

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ANNEX "C"
USAGE REPORT

			REPORT TOTALS
COMPANY NAME:		OPENING VALUE:	\$0.00
STANDING OFFER NO.:		Less Usage to Date:	\$0.00
PERIOD OF REPORT:		Balance Remaining:	\$0.00
CALL UP NUMBER	DATE OF CALL UP	CUSTOMER/SHIP NAME	CALL-UP VALUE
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

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ANNEX “D “
CODE OF CONDUCT

Code of Conduct and Certification – Related documentation

Offeror's List of Directors below. Please provide a list of names of all individuals who are currently Directors in accordance with Part 5 – CERTIFICATION.

Directors: Please print clearly

Name	Name	Name	Name

Attach additional names on a separate sheet if required.