

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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

Proposal To: Public Works and Government  
Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

<b>Title - Sujet</b> AAIR Database/Variable Imaging	
<b>Solicitation No. - N° de l'invitation</b> T8518-140163/A	<b>Date</b> 2015-06-23
<b>Client Reference No. - N° de référence du client</b> T8518-14-0163	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-020-67565	
<b>File No. - N° de dossier</b> cw020.T8518-140163	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-07-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Werk(cw), Janet	<b>Buyer Id - Id de l'acheteur</b> cw020
<b>Telephone No. - N° de téléphone</b> (613) 998-3968 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF TRANSPORT PDV TWR C 2ND FL. 330 SPARKS ST OTTAWA Ontario K1A0N8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

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

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File No. - N° du dossier

cw020T8518-140163

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cw020

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six (6) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the Evaluation Grid.

### **1.2 Summary**

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to print the **Annual Airworthiness Information Report** (AAIR) and a one page letter to be accompanied to it. The Contractor will also fold, stuff, seal and deliver AAIRs to Transport Canada, Operational Support Services (OSS), on a monthly basis.

The period of the Contract is from date of award to July 31, 2018 inclusive.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions.

There are no security requirements associated with this requirement.

As per the Integrity Provisions under section 01 of Standard Instructions [2003](#), bidders 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.

The requirement is limited to Canadian goods and/or services.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing will be in writing.

## PART 2 – BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003** (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of **2003**, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

Public Works and Government Services Canada  
**Bid Receiving Unit**  
Place du Portage, Phase III, 0B2  
11, rue Laurier  
Gatineau (Québec)  
Courier : J8X 4A6      regular mail : K1A 0S5  
Telephone : 819-956-3370      Fax : 819-997-9776

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.3 Former Public Servant

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder 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.

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## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority ([janet.werk@pwgsc-tpsgc.gc.ca](mailto:janet.werk@pwgsc-tpsgc.gc.ca)) no later than **ten (10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (**1 hard copy and 1 soft copy on USB\* key**)

Section II: Financial Bid - (**1 hard copy and 1 soft copy on USB\* key**)

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

Section IV: Additional Information (**1 hard copy and 1 soft copy on USB\* key**)

\* You may use the same USB Key for the different section as long as you save the sections as four (4) different files.

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 bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 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 Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **3.1.2 Bidder's Proposed Site(s)**

**3.1.2.1** The Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which required for Work Performance:

Address:  
Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

What work will be performed in this location?

### **3.1.3. Integrity Provisions**

List of names and or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **Mandatory Technical Criteria.**

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to external clients. During the evaluation no corporate experience gained through internal clients will be accepted or reviewed. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

##### **Definitions for the purposes of the mandatory technical criteria.**

**External client(s):** means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

**Internal client(s):** means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

**Data sets:** means the contents of a single field.

**Fields:** means designated areas on a form or document for the printing of variable information. A field may contain multiple rows of variable information.

**Multiple:** means two (2) or more.

**Forms:** means printed paper products such as, but not limited to, a flat form, a letter, an application form or factsheet.

**Multipart Form:** means printed paper forms with multiple parts attached by a stub, such as continuous feed multipart carbonless forms.

##### **See Annex C for the Mandatory Technical Criteria.**

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

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#### **4.1.2 Financial Evaluation**

4.1.2.1 The Financial Evaluation will be based on the total aggregate price of the financial proposal using the Excel spreadsheet.

To determine the total aggregate price, the firm all inclusive prices submitted in the Annex B, Basis of Payment will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through GETS (BuyandSell.gc.ca). The completed Excel spreadsheet is to be returned with your proposal in both hard and soft copy formats (in excel format).

4.1.2.2 Mandatory Financial Criteria

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

#### **4.2 Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

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

### **5.1 Certifications Precedent to Contract Award**

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

#### **5.1.1 Integrity Provisions - Associated Information**

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

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

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

#### **5.1.3 Additional Certifications Precedent to Contract Award**

##### **5.1.3.1 Canadian Content Certification**

###### **5.1.3.1.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition.**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

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#### 6.5.4 Contractor's Representative (to be filled in)

##### General Enquiries (Project Manager)

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

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

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

##### Replacement for Project Manager

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

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

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

#### Section IV: Additional Information

##### 3.1.2 Bidder's Proposed Site(s)

- 3.1.2.1 The Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which required for Work Performance:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

What work will be performed in this location?

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## PART 6 – RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 6.2 Standard Clauses and Conditions

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

#### 6.2.1 General Conditions

[2030](#) (2014-09-25), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

### 6.3 Security Requirements

There are no security requirements associated with this requirement.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to **July 31, 2018** inclusive.

#### 6.4.2 Option to Extend the Contract

Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.5 Authorities

#### 6.5.1 PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk  
Public Works and Government Services Canada  
Acquisitions Branch, Communications Procurement Directorate  
12th Floor, 360 Albert Street  
Ottawa, ON K1A 0S5  
Telephone: 613-998-3968 Facsimile: 613-991-5870 E-mail: [Janet.Werk@tpsgc-pwgsc.gc.ca](mailto:Janet.Werk@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

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work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 TCCA Project Authority

The TCCA Project Authority for the Contract is:

The TCCA Project Authority is a representative from the client department whose name will be specified in the contract.

The TCCA Project Authority, for the duration of the contract, is the Chief, Business Management and Safety Publications, Civil Aviation, Transport Canada. The TCCA Project Authority is responsible for the management of Transport Canada's internal needs, including product content and all invoicing and payment issues, and will provide all the information needed for the items listed within this contract to the TC Procurement Authority. The TCCA Project Authority will forward any changes and/or revisions to the established schedules to the TC Procurement Authority in writing.

The TCCA Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The TCCA Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 TC Procurement Authority

The TC Procurement Authority for the Contract is:

The TC Procurement Authority (or delegated representative) is the authority for the printing, technical specifications, quality assurance and the overall management of this contract on the part of Transport Canada with the Contractor and the Contracting Authority.

The TC Procurement Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical authority, however the TC Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.4 Contractor's Representative

#### General Enquiries (Project Manager)

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

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

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

#### Replacement for Project Manager

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

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

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

### 6.6 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.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract.

### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_.  
Customs duties are included and Harmonized Sales Tax is extra, if applicable.
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.

### **6.7.3 Payment**

SACC Manual clause H1001C (2008-05-12) Multiple Payments  
SACC Manual clause H1008C (2008-05-12) Monthly Payments  
SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

## **6.8 Invoicing Instructions**

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

The following information must also be provided:

#### **1.1 Printing of AAIR Forms, letters and envelopes**

The Contractor must invoice TC Project Authority upon completion of each print production.

Monthly for warehousing.

#### **1.2 Personalization**

The Contractor must invoice TCCA on a monthly basis, expenses related to the orders for that month.

- 
- Number of AAIR forms printed, folded, stuffed, sealed and delivered to OSS.
  - Number of AAIR letters printed.
  - Number of #9 envelopes printed.

*\*Further differentiation under these headings may be required or added.*

Invoicing will be by electronic means (email) and payment by Transport Canada will be by Direct Deposit.

2. Invoices must be distributed as follows:

- a. The **original copy must be forwarded / emailed to the TC Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
- b. **One (1) copy must be emailed to the TC Procurement Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
- c. **One (1) copy must be emailed to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications

### 6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 6.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

## 6.10 Applicable Laws

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

## 6.11 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 Articles of Agreement;
- (b) the general conditions 2030 (2014-09-25), Higher Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_, (*date of bid*).

## 6.12 Insurance

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

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### 6.13 SACC Manual Clauses

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
D5328C	Inspection and Acceptance	2007-05-25
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1013C	Quality Levels for Forms	2010-01-11

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## ANNEX "A" STATEMENT OF WORK

### Title: **PRINTING, PERSONALIZATION AND PREPARATION FOR MAILING OF THE ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR)**

There are two (2) parts for this Statement of work

#### Part 1

#### A.1 **PRINTING THE ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR) AND A ONE (1) PAGE LETTER**

##### A.1.1 **OVERVIEW**

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to print the **Annual Airworthiness Information Report** (AAIR) and a one (1) page letter to be accompanied to it.

Unless otherwise stated, the printing of the form and letter must follow the existing format exactly and in all regards. The Contractor must also fold, stuff, seal and deliver AAIRs to Transport Canada, Operational Support Services (OSS), on a monthly basis.

In providing these services to TCCA, the Contractor must at a minimum:

1. Review the overall requirement for the purpose of establishing the most efficient and cost effective method of supply of the items covered under the contract;
2. In consultation with the TCCA Project Authority, develop a production schedule for the initial quantities required plus the forecast quantities for the Contract and option periods (if exercised);
3. In consultation with the TCCA Project Authority, ensure complete destruction of any materials that may become spoiled and to maintain records on the items destroyed; and
4. Provide quality control services for the Contract, as specified by the TCCA Project Authority.

##### A.1.2 **DETAILED REQUIREMENTS**

###### A.1.2.1. **General Specifications**

The AAIR form will be an exact copy of the existing AAIR form in all regards, unless otherwise stated.

The AAIR form will be issued to all Canadian aircraft owners in the specified 2 part form, with the first part in white and the second part in yellow.

The design and text will be provided by the TCCA Project Authority. The first part will be white and double sided, and the second part will be yellow and double sided. The two parts are bound together on carbonless type paper and will contain unique aircraft owner's information into the boxes specified by the TCCA Project Authority.

On the 1<sup>st</sup> of the month for the following months, January, February, March, April, May, June, and July, raw data will be provided to the Contractor in order for them to print the AAIR forms along with a letter to be included with the form. The AAIR form must be folded, stuffed and sealed into a #10 windowed envelope along with a #9 envelope and the letter. The package must be delivered to OSS by the 10<sup>th</sup> business day of that month. The AAIR form is an annual report that aircraft owners must complete each year. The number of forms printed varies from year to year depending on how many aircraft are

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registered on the Canadian Registry. On average, 28,000 forms are printed each year, from January to July.

#### **A.1.2.2. AAIR FORM**

Two (2) part form, both parts print double sided, printed on carbonless copy, perforated at the left for stubs on all parts paper and bound together after personalization.

Refer to the void copy of the AAIR form provided in Annex D for visual reference.

##### **A.1.2.2.1 Finished Trim Size:**

- It will conform to the existing AAIR form in all regards, unless otherwise stated; and
- Finished trim size of the form is 8.5" x 14" (9" x 14" including stub on the left side).

##### **A.1.2.2.2 Current Printing Specifications:**

Black + 2 pms colours on front, no bleeds  
1 pms colour on back (grey), no bleeds  
Both parts print same (2/1)

- Initial printing of all blank AAIR forms for the entire year, January to July.
- The first part, front side, is printed in black ink for the text and yellow and blue boxes as per sample from a previous production. The back side is printed in grey ink. The second part, front side, is printed in black ink on a yellow page which contains yellow and blue boxes. The back side is printed in grey ink.
- On a monthly basis, retrieve raw data related to owner specific information, which must then be overprinted/personalized on each AAIR form in the appropriate boxes on both the first and second parts.

##### **A.1.2.2.3 Material:**

2 part carbonless form  
CB White, 42m  
CF Canary, 30m

- Carbonless copy paper (size stipulated in A.1.2.2.1) so that when the aircraft owner writes on the first part, it automatically transfers the information on the front of second part.

#### **A.1.2.3 AAIR LETTER**

A one (1) page letter which will be included in each envelope along with the AAIR form.

Refer to the void copy of the AAIR letter provided in Annex D for visual reference.

##### **A.1.2.3.1 Finished Trim Size:**

- It will conform to the existing AAIR letter provided as an attachment, in all regards unless otherwise stated.
- Finished trim size of the letter is 8-1/2" x 11".

#### **A.1.2.3.2 Current Printing Specifications:**

Black on one (1) side, no bleeds

- The front side is printed in black ink.

#### **A.1.2.3.3 Material:**

White, 40M bond or 100M offset text

#### **A.1.2.3 Envelopes**

- #10 Windowed Envelopes - Provided by TCCA PA; and
- #9 Envelopes - Provided by TCCA PA.

The Contractor must print the return TCCA mailing address on all #9 supplied envelopes which will be stuffed in the #10 windowed envelopes also supplied by the TCCA Project Authority.

The envelopes print black on face, back and flap.

Refer to the copy of the the #9 and #10 envelopes provided in Annex D for visual reference.

#### **A.1.3. Estimated Quantities**

The following is a summary regarding the quantities of the types of products to be required under this contract.

Quantities are based on an average number of forms printed in previous years. The number of registered aircrafts changes on a daily basis and therefore, the information provided does not represent a firm commitment of the required quantities. The actual number of forms to be printed will be supplied on the 1<sup>st</sup> day of the applicable month.

- An estimated total of 28,000 AAIR forms and letters will be required on an annual basis (January to July).

#### **A.1.4 Print Production (Ready for Personalization)**

The annual quantity of blank AAIR forms to be printed will be confirmed annually in November. Initial printing of all blank AAIR forms for the entire year, will be completed annually in December.

The TCCA Project Authority requires that AAIR form be personalised on a monthly basis, from January to July.

The Contractor must retrieve the raw data, which is in MS Excel format, from the File Transfer Protocol (FTP) server on the first day of the applicable month (stated in A.1.2.1. General Specification). The TCCA Project Authority requires that they have their own secure, unique FTP location.

The total time to complete each monthly print production must not exceed 10 business days. The number of prints will vary each month, varying from 1,600 to 7,000.

The AAIR letter is not personalized.

### **A.1.5 Print Quality Assurance**

The Contractor and the TCCA Project Authority will establish quality standards for printing, folding, stuffing, sealing and delivering operations for the AAIR form. The quality standards must be established before production of the AAIR form commences.

At a minimum, for the printing of the AAIR form and AAIR letter:

The print quality level is informational, in accordance with the Public Works and Government Services (PWGSC) Publications entitled "Quality Levels for Printing" latest issue.

#### **A.1.5.1 PROOFS AND SAMPLES REQUIRED PRIOR TO PRINTING**

- The Contractor must provide proofs of the blank AAIR form and the personalized AAIR forms in December, before production begins in January.
- Two (2) complete sets of colour proofs (blueprints or digital proofs) must be submitted to the TCCA Project Authority for approval prior to printing. Proof samples must be provided in advance to the TCCA Project Authority prior to the production and mailing date. The TCCA Project Authority will return one approved proof to the Contractor and retain the other, within two (2) business days of receipt of the proofs at the address specified in section A.1.5.1.1.

#### **SAMPLES**

Following TCCA approval of the AAIR Form proof, the Contractor must produce ten (10) personalized samples of the complete AAIR form using sample data uploaded to the FTP site by early December. The samples must be produced in the same manner as the actual production. The TCCA Project Authority must review and approve the personalized samples in writing before production may proceed.

Proof of personalization and AAIR forms are only required at the beginning of the contract.

##### **A.1.5.1.1 Proofs delivery address**

See NCR address under the "Authorities" section.

### **1.5.2 Random Sampling**

TC has formal quality assurance procedures for printed products. As such, there will be a requirement for random sampling of the AAIR form and a certification process that will be required of the Contractor. During the life of the contract, TCCA may direct random sampling and certification at any time. When samples are requested, the Contractor will follow the required steps that TCCA has specified. The costs of these random sampling copies are to be treated in the same manner as that process used for printing and shipping an AAIR form.

### **A.1.6 Changes to the File**

Changes to the AAIR form and/or letter may be required due to changes in policies and procedures.

However, there will be discussion and advance notice of any change that may be initiated in order to minimize waste and additional cost to TCCA.

When changes are required to the AAIR form, the TCCA Project Authority will supply the Contractor, via e-mail, a new PDF file of the product and associated instructions. The TCCA Project Authority will also provide the effective date by which these changes must occur. Within 10 business days of receiving the

new file, the Contractor must produce a sample of the complete AAIR unit for the TCCA Project Authority review and approval.

No changes will be made to the AAIR form size or to the AAIR letter size. In addition, no changes will be made to the number of colours to be printed on the AAIR form or to the AAIR letter. Any changes would be related to the required text to be printed on the AAIR form or letter only.

The TCCA Project Authority will advise the Contractor of any problems in the construction of the sample by phone or e-mail. The Contractor must make adjustments as required and provide a new sample within twenty-four (24) hours of receiving any instructions to do so.

After the TCCA Project Authority has approved the sample, the Contractor must replace the version of the file in their document management system with the new approved file provided. New files must be installed and ready for print production for the following print run. The Contractor must be responsible for ensuring that only the latest version of any of the documents are produced and delivered at all times.

If production is to take place at more than one site, with separate databases, the sites must be networked with processes in place to ensure that all databases are updated simultaneously and reliably.

If a second sample is required due to more changes requested by the TCCA Project Authority, it will be considered as two (2) document changes. If a change is required as a result of a Contractor error, it will be at the Contractor's expense.

## Part 2:

### A.2 PERSONALIZATION OF THE ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR) AND PREPARATION FOR MAILING

#### A.2.1 OVERVIEW

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to personalize (personalization, print, fold, stuff, seal and deliver) the **Annual Airworthiness Information Report** (AAIR) that unless otherwise stated, exactly follows the existing AAIR form provided at contract award.

The Contractor must complete the supply chain for the AAIR process of printing, storage, inventory control, folding, stuffing, sealing, and delivery to Transport Canada Operational Support Services (OSS), as well as tracking and reporting stock level details.

In providing this service to TCCA, the Contractor must at a minimum:

1. Review the overall requirement for the purpose of establishing the most efficient and cost effective method of supply of the items covered under the contract;
2. The TCCA Project Authority determines the inventory of items that should be maintained; the Contractor stores the inventory in a secure, climate controlled storage space, monitor and control the quantities of items in inventory over the term of the contract and produce items as required to maintain the inventory of material at the required level. This includes taking the necessary steps to ensure complete destruction of any materials that may become spoiled and to maintain records on the items destroyed;
3. In consultation with the TCCA Project Authority, establish a password protected FTP site for the information transfer between the TCCA Headquarters (330 Sparks Street, Place de Ville, Tower C) and the production facility to obtain the personalization information required for printing the AAIR form;

4. Print the AAIR form with the information received from TCCA and provide complete order fulfillment, including distribution to OSS;
5. Provide comprehensive reporting as required;
6. Provide quality control services for the contract, as specified by the TCCA Project Authority;
7. As required, provide consulting services to the TCCA Project Authority for cost savings and opportunities to gain efficiencies in managing the supply of material; and
8. Provide on-going liaison with the TCCA Project Authority for the daily management of the supply of material.

## **A.2.2 DETAILED REQUIREMENTS**

### **A.2.2.1 AAIR Form & AAIR Letter Ordering (Personalization Elements)**

Distribution of AAIR forms and letters are processed through the Continuing Airworthiness Web Information System (CAWIS) database and placed in queue for printing on a monthly basis, from January to July. Throughout the year, aircraft owners are continuously selling, purchasing and removing their aircrafts from service. This can cause the number of aircraft registered to fluctuate on a daily basis. It is therefore outside the control of TCCA to determine the exact number of AAIR forms and letters and it cannot be definitely stated. The Contractor's systems and processes must have the capacity and flexibility to respond to unknown scheduled ordering and distribution requirements.

The number of forms and letters distributed can vary greatly from month-to-month. Each AAIR form must be accompanied with an AAIR letter and a # 9 return envelope, and inserted into a #10 window envelope.

For purposes of service delivery, TCCA will assume a normal working week to be Monday to Friday and each working day to be between 08:00 and 16:00 Eastern Standard Time (EST). All statutory holidays are exempted from the working week.

#### **A.2.2.1.1 Order Taking**

The Contractor is not required or allowed to accept orders directly from the public. All orders to the Contractor will come directly from the password protected FTP site from the TCCA Project Authority.

#### **A.2.2.1.2 Order Transmission**

The order files are sent to the Contractor's secure and unique password protected FTP server, on the first day of every month, from January to July. The Contractor is responsible to advise the TCCA Project Authority within the next working day if no order files are received as per the schedule.

The Contractor must provide TCCA with a secure and unique FTP capability (with user ID and password that gives the TCCA Project Authority read and write privileges) where the TCCA database server can deposit an MS Excel file containing the monthly orders. The Contractor must set-up their system or, at least, set-up the automatic scripts to pick up the orders so that it is compliant with TCCA's file formats that deliver orders.

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### **A.2.2.1.3 Order System Interface**

The Contractor must provide the infrastructure for accepting and processing of orders and for the management of information relevant to the supply of the AAIR forms under the Contract. TCCA expects to interface with order processing and information management systems already in use by the Contractor and will therefore not consider paying costs required for the development of such systems. TCCA will not pay for any development other than what are required to provide the interface between TCCA and the Contractor's systems.

The interface must be able to map data fields from one system to the other to pass information and updates. The Contractor's system must be capable of transmitting product title information in uppercase and lowercase format and in the case of the French language, be able to represent all accents and related characters.

TCCA will not consider utilizing any system which will require the purchase or lease of proprietary hardware or software.

### **A.2.2.1.4 Technical Personnel**

The Contractor must provide the order system interface between TCCA and their internal systems based on direction from the TCCA Project Authority. The Contractor must have technical personnel available to work with the TCCA Project Authority to set up and maintain the ordering methods. The Contractor must work with the TCCA Project Authority over the term of the Contract to implement any expansions to the services offered by TCCA.

### **A.2.2.1.5 Order Receipt**

The Contractor must receive orders i.e., accept electronic files transmitted by TCCA, in the agreed format and in accordance with the schedule. The Contractor must advise the TCCA Project Authority within the next working day if the files are not received as per the monthly schedule.

Any situation preventing the job request (Orders) from not being processed, such as missing information, other administrative discrepancies or other disasters, must be reported within one (1) working day to the TCCA Project Authority.

### **A.2.2.1.6 Sorting**

The Contractor must receive from the FTP server, all AAIR form orders and sort by destination (i.e.: Domestic, USA and International). When the Contractor delivers the AAIR orders to OSS, they must be sorted by destination as well.

### **A.2.2.1.7 Delivery Requirements**

The Contractor must ship each AAIR to OSS, using the envelopes that the TCCA Project Authority will supply. The Contractor must ensure that all AAIR are shipped in a manner that will prevent any damage caused by normal handling during transit.

Chief, Operational Support Services  
Transport Canada (AAFBD)  
2655 Lancaster Road, Loading Bay Door #1  
Ottawa, ON K1B 4L5

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## **A.2.2.2 Service Standards**

The following provisions relative to varying levels of service apply to the time elapsed between the receipt of a request by the Contractor and the shipping of the order from the Contractor's facility. The transit time required for delivery to customer destination shall not be considered for these purposes. The different levels of service are:

### **A.2.2.2.1 Regular Service for routine orders**

Regular service means order fulfilment of all monthly job requests must be shipped within ten (10) working days from the time the job request (order) is received from TCCA. An individual job request (order) is a request for an average of 1,600 or more AAIR forms.

### **A.2.2.3 Reporting**

The Contractor must provide specified reports to the TCCA Project Authority.

#### **A.2.2.3.1 Monthly reports**

In conjunction with the monthly invoices, the Contractor must provide a report on the total number of orders processed in the period.

Month/date, stock level envelopes #9 & #10, AAIR forms and letters (if being stored)

#### **A.2.2.3.2 Ad hoc reports**

The Contractor must provide within one (1) working day (if requested) specific reports, in either electronic or hard copy format, showing date received, printed and delivered details for individual orders.

### **A.2.2.4 Disaster Recovery Plan**

The Contractor must have a disaster recovery plan to ensure service delivery as per the contract. It is assumed that the recovery plan will be conducted from an alternative site from the primary site of operation. The recovery plan shall include all the services listed in this document.

The Contractor must provide TCCA with a monthly report as to the status of any work being produced under the Disaster Recovery Plan.

The Contractor must ensure that TCCA is notified on the progress of restoring normal operations back to the primary site of operations.

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## **APPENDIX "1" TO ANNEX A**

### **AAIR FORM – SEE ANNEX D FOR VISUAL REFERENCE ONLY**

#### **General:**

The AAIR form must be printed in the specified colours (black + 2 pms colours [blue and yellow] on front and 1 pms colour [grey] on back) that will distinguish it from other federal documents of similar proportions, which are currently in circulation. The pms colours must match the sample from a previous production provided at award of contract.

#### **FORM FORMAT**

##### **Form First Part (Front):**

- The text is to be exactly the same as the text on the void AAIR form provided for visual reference.

##### **Form First Part (Back):**

- The text is to be exactly the same as the text on the void AAIR form provided for visual reference.

##### **Form Second Part (Front):**

- The text is to be exactly the same as the text on the void AAIR form provided for visual reference.

##### **Form Second Part (Back):**

- The text is to be exactly the same as the text on the void AAIR form provided for visual reference.

### **Appendix 2 to Annex A**

#### Historical data

For reference purposes only the following are the numbers for each print run in 2014:

January – 4520  
February – 1588  
March – 2502  
April – 2631  
May – 2363  
June – 3012  
July – 10347

There were 26,963 #9 envelopes printed in 2014.

## ANNEX "B"

### BASIS OF PAYMENT

#### B.1 PRICING SCHEDULE

Bidders must provide pricing in the format specified, for each component identified in this ANNEX "B" - Basis of Payment.

Failure to price one of the components in the format specified will render the bid non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The all inclusive prices must include project management, storage of pre-printed and supplied materials, all operations and materials for the completion and delivery of final printed products as specified for each item (including but not limited to equipment set ups, creation and delivery of proofs, printing operations and personalization, folding, insertion and sealing of envelopes and all other required bindery/finishing operations) and preparation for shipping and shipping to AAFBD-OSS (transport included).

*The quantities for evaluation shown in the pricing grid of the Annex B - Proposed Basis of Payment pricing schedule are estimates for evaluation purposes only and are not a guarantee of the actual number of documents to be produced or the actual number of items to be shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.*

Bidders must submit firm, all inclusive, prices for the quantities and items specified in the MS Excel spreadsheet distributed through GETS (BuyandSell.gc.ca), **FOB one destination in the NCR**, HST extra if applicable.

*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.*

#### TRAVEL AND LIVING EXPENSES

The Crown will **not** accept any travel and living expenses incurred by any contractor to satisfy the terms of any resulting contract.

#### B.1.A PAPER ESCALATION CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.1.A P2010 - T - Escalation for Paper Clause and include it with their Bid. If the Bidder does not complete and provide the B.1.A P2010 - T - Escalation for Paper Clause with the Bid, no Escalation Clause will be included in the Contract and no price escalation will be granted based on increased paper costs during the period of the Contract.

##### B.1.A.1 P2010 - T - Escalation for Paper

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.

2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:

\_\_\_\_\_ : \_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s). Brand name and paper supplier: \_\_\_\_\_.

\_\_\_\_\_ : \_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s). Brand name and paper supplier: \_\_\_\_\_.

\_\_\_\_\_ : \_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s). Brand name and paper supplier: \_\_\_\_\_.

3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

#### **B.1.A.2 P2010 - C - Escalation for Paper**

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before (*date corresponding to the end of the 30-day period after contract award*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.

2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.

3. The base transaction cost of paper subject to price adjustment is as follows:

\_\_\_\_\_ : \_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s). Brand name and paper supplier: \_\_\_\_\_.

\_\_\_\_\_ : \_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s). Brand name and paper supplier: \_\_\_\_\_.

\_\_\_\_\_ : \_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s). Brand name and paper supplier: \_\_\_\_\_.

\_\_\_\_\_ : \_\_ lb. at a base transaction cost per Cwt. of \$ \_\_\_\_\_, and which represent \_\_\_\_\_ percent of the unit price(s). Brand name and paper supplier: \_\_\_\_\_.

4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

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**ANNEX "C" EVALUATION GRID**

**PRINTING, PERSONALIZATION AND PREPARATION FOR MAILING OF THE ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR)**

Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

**EVALUATION SUMMARY - MANDATORY CRITERIA**

**MET**  **NOT MET**

<b>M.1 CORPORATE EXPERIENCE</b>	<b>MET</b>	<b>NOT MET</b>
<p>The Bidder must demonstrate that it has been contractually bound to two (2) different external clients (outside of the Bidder's own company) to provide services as described in the Statement of Work. These two (2) contracts must have been started or completed on or after February 01, 2010.</p> <p>During the evaluation, no corporate experience gained through internal clients will be accepted or reviewed.</p> <p>The Bidder must provide a description of the two contracts.</p> <p>For at least one (1) of the two (2) contracts, the Bidder must have provided the Client with an order system interface, such as a FTP site, to deposit files. The order system interface must have provided the Client with a unique User ID and password.</p> <p>At least one (1) of the two (2) contracts must have included the printing and supply of multi-part forms for personalization after printing.</p> <p>At least one (1) of the two (2) contracts must have included the printing and supply of an additional insert document or documents to be inserted in envelopes with the personalized form or letter.</p> <p>At least one (1) of the two (2) contracts must have required variable printing in a minimum of 10 fields per pre-printed form or document.</p> <p>Each of the two (2) contracts must demonstrate that all of the following services (M.1.1- M.1.6) were provided under the Contract:</p>		
<p>M.1.1 Printing: Printing of basic forms to be used for personalization after printing;</p> <p>M.1.2 Preparation for Variable Printing/Personalization: preparation of data sets for variable printing/ personalization on a pre-printed form or document;</p> <p>M.1.3 Variable printing (Personalization): Printing of variable information on a minimum of 25,000 pre-printed forms or documents annually;</p> <p>M.1.4 Preparation for mailing: Folding and insertion of the personalized forms in printed envelopes, ready for mailing;</p>		

<p>M.1.5 Storage of pre-printed material for personalization and preparation for mailing: Storage of material produced or supplied in advance of the variable printing process and activities related to the preparation for mailing;</p> <p>M.1.6 Scheduled reporting of ordering activity, printing activity and material in stock.</p>		
<p><u>Response Format</u></p> <p>For EACH of the two (2) described contracts, the Bidder must provide the following information:</p> <ol style="list-style-type: none"> <li>I. As applicable to the Contract, a description of the ordering system interface provided to the Client to deposit files;</li> <li>II. A description of the forms printed and produced for personalization after printing;</li> <li>III. As applicable to the Contract, a description of the additional insert document or documents produced for insertion in the envelopes with the personalized form or letter;</li> <li>IV. A description of the requirements for the preparation of data sets for variable printing/ personalization;</li> <li>V. A description of the variable printing/personalization requirements for the form(s) including the number of fields personalized;</li> <li>VI. The folding and insertion requirements of the forms;</li> <li>VII. A description storage requirements for pre-printed material produced or supplied in advance of the variable printing process;</li> <li>VIII. A description of the reporting requirements;</li> <li>IX. The contract start date or end date (example: March 2012 or April 10, 2013 or March 2012 to present);</li> <li>X. Any activities undertaken by sub-contractors and/or joint venture partners;</li> <li>XI. The Contract title or reference number;</li> <li>XII. Client information for the contract including the client name (example: contact name or name of organization).</li> </ol>		

<b>M.2 PROJECT MANAGER</b>	<b>MET</b>	<b>NOT MET</b>
<p>The Bidder must identify an individual, and their role in the company, who will act as the Project Manager and single point of contact assigned to this contract to manage the implementation and on-going provision of the required services during the period of the Contract.</p> <p>This designated Project Manager must have recently (since February 01, 2010) worked as the Project Manager for a contract requiring all of the following (M.2.1- M.2.7):</p>		
<p>M.2.1 The provision of order system interface such as a FTP server to permit the Client to deposit files;</p>		

<p>M.2.2 Printing: Printing of basic forms to be used for personalization after printing;</p> <p>M.2.3 Preparation for Variable Printing/Personalization: preparation of data sets for variable printing/ personalization on a pre-printed form or document;</p> <p>M.2.4 Variable printing (Personalization): Printing of variable information on a minimum of 25,000 pre-printed forms or documents annually;</p> <p>M.2.5 Preparation for mailing: Folding and insertion of the personalized forms in printed envelopes, ready for mailing;</p> <p>M.2.6 Storage of pre-printed material for personalization and preparation for mailing: Storage of material produced or supplied in advance of the variable printing process and activities related to the preparation for mailing;</p> <p>M.2.7 Scheduled reporting of ordering activity, printing activity and material in stock.</p>		
<p><u>Response Format</u></p> <p>The Bidder must provide the following information for the Contract:</p> <ul style="list-style-type: none"> <li>a The name and contact information of the Project Manager;</li> <li>b The role of the Project Manager for the Contract;</li> <li>c A description of the ordering system interface provided to the Client to deposit files;</li> <li>d A description of the forms printed and produced for personalization after printing;</li> <li>e A description of the requirements for the preparation of data sets for variable printing/ personalization;</li> <li>f A description of the variable printing/personalization requirements for the form(s);</li> <li>g The folding and insertion requirements of the forms;</li> <li>h A description storage requirements for pre-printed material produced or supplied in advance of the variable printing process;</li> <li>i A description of the reporting requirements;</li> <li>j The Contract title or reference number;</li> <li>k The Client information for the contract including the client name (example: contact name or name of organization).</li> </ul>		

<b>M.3 BUSINESS CONTINUITY PLAN</b>	<b>MET</b>	<b>NOT MET</b>
<p>The Bidder must provide a Business Continuity Plan (BCP) detailing how it will maintain the supply of paper, the order system interface, data processing, printing and variable printing, sorting and distribution to the Transport Canada Distribution Centre, storage of pre-printed stock for variable printing/personalization, and reporting of return of activity during events that would negatively impact the Bidder's normal operations.</p> <p>The BCP must provide details to describe how the Bidder will maintain the supply of the AAIR products and services as specified in the Annex A -</p>		

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Statement of Work to meet Transport Canada Civil Aviation (TCCA) requirements for <b>EACH</b> of the following activities (M.3.a – M.3.i):		
M.3.a The supply of the required paper for production; M.3.b The provision of the order system interface M.3.c The data processing part of the work; M.3.d The parts of the work related to the printing and production of the AAIR multipart forms and letters; M.3.e The variable printing parts of the work; M.3.f The parts of the work related to folding, insertion into envelopes and preparation for mailing; M.3.g The sorting, and distribution to Transport Canada Distribution Centre address; M.3.h The storage of stock for personalization and preparation for mailing; M.3.i The reporting of activity		

<b>M.4 QUALITY ASSURANCE</b>	<b>MET</b>	<b>NOT MET</b>
The Bidder must provide a description of the how the Bidder will maintain the quality of products and services as specified in the Annex A - Statement of Work to meet Transport Canada Civil Aviation (TCCA) requirements for <b>EACH</b> of the following activities (M.4.a – M.4.d):  M.4.a The supply of the required paper for production; M.4.b The data processing part of the work; M.4.c The printing and variable printing parts of the work; M.4.d The parts of the work related to folding, insertion into envelopes and preparation for mailing;		

**Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.**

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ANNEX "D" VISUELS FOR REFERENCE PURPOSES ONLY

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Annex D

		<b>Web AAIR access code - Code d'accès RAINA (Web)</b> HTTP://WWW.TC.GC.CA/CAWIS-SWIMN																	
<b>ANNUAL AIRWORTHINESS INFORMATION REPORT</b> <b>RAPPORT ANNUEL D'INFORMATION SUR LA NAVIGABILITÉ AÉRIENNE</b>		<table border="1"> <tr> <td>Issued (Y/M/D) - Émission (A/M/J) 2014-06-24</td> <td>Due (Y/M/D) - Échéance (A/M/J) 2014-06-24</td> </tr> <tr> <td>Registration mark - Immatriculation C-FAFV</td> <td>Type certificate - Certificat de type A-352B</td> </tr> <tr> <td>Flight authority - Autorité de vol C-CAF</td> <td>Type of registration - Type d'immatric. EXHIBITION</td> </tr> </table>		Issued (Y/M/D) - Émission (A/M/J) 2014-06-24	Due (Y/M/D) - Échéance (A/M/J) 2014-06-24	Registration mark - Immatriculation C-FAFV	Type certificate - Certificat de type A-352B	Flight authority - Autorité de vol C-CAF	Type of registration - Type d'immatric. EXHIBITION										
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AMIN AYOUBI HAFI OZEARY 103 EATHERINE BAY REBARK RKA 202		<table border="1"> <tr> <th colspan="2">Aircraft base - Base d'exploitation</th> </tr> <tr> <td>Country - Pays CANADA</td> <td>Province/State - Province/État NB</td> </tr> <tr> <td>Municipality - Municipalité</td> <td>Airport - Aéroport SIX AMBERVES AC</td> </tr> <tr> <td>Other (Home, farm, etc.) Autre (Résidence, ferme, etc.)</td> <td>TC region - Région de TC NB</td> </tr> </table>		Aircraft base - Base d'exploitation		Country - Pays CANADA	Province/State - Province/État NB	Municipality - Municipalité	Airport - Aéroport SIX AMBERVES AC	Other (Home, farm, etc.) Autre (Résidence, ferme, etc.)	TC region - Région de TC NB								
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COMPLETE FORM AND SUBMIT NOT LATER THAN THE DUE DATE REMPLIR ET PRÉSENTER LE FORMULAIRE AU PLUS TARD À LA DATE D'ÉCHÉANCE		<table border="1"> <tr> <td>Reporting period for hours flown last calendar year Période de rapport des heures de vol, dernière année civile JAN. 1 TO DEC. 31, 2013</td> <td>Total hours flown since new - To the present Heures de vol depuis la mise en service jusqu'à présent</td> <td>Hours flown last calendar year Heures de vol, dernière année civile</td> </tr> </table>		Reporting period for hours flown last calendar year Période de rapport des heures de vol, dernière année civile JAN. 1 TO DEC. 31, 2013	Total hours flown since new - To the present Heures de vol depuis la mise en service jusqu'à présent	Hours flown last calendar year Heures de vol, dernière année civile													
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Date of the most recent annual or 100-hour inspection (Y/M/D) Date de la plus récente inspection annuelle aux 100 h (A/M/J)		<table border="1"> <tr> <td>Optional for air operators &amp; flight training units Facultatif pour exploitants aériens et unités de formation au pilotage Specialty hours - Heures d'opérations spécialisées Training - Formation</td> <td>Other serial work Autres activités de travail aérien</td> </tr> </table>		Optional for air operators & flight training units Facultatif pour exploitants aériens et unités de formation au pilotage Specialty hours - Heures d'opérations spécialisées Training - Formation	Other serial work Autres activités de travail aérien														
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AMO, AME or owner who/which conducted & certified this inspection L'OMA, le TEA ou le propriétaire qui a effectué et certifié cette inspection		<table border="1"> <tr> <td>Empty weight Masse à vide</td> <td>Max. permissible take-off weight Masse maximale admissible au décollage</td> </tr> </table>		Empty weight Masse à vide	Max. permissible take-off weight Masse maximale admissible au décollage														
Empty weight Masse à vide	Max. permissible take-off weight Masse maximale admissible au décollage																		
Name - Nom AMO - OMA AME - TEA Owner - Propr.		<table border="1"> <tr> <td>Last actual - Dernière masse réelle</td> <td>Last amended - Dernière modification</td> </tr> </table>		Last actual - Dernière masse réelle	Last amended - Dernière modification														
Last actual - Dernière masse réelle	Last amended - Dernière modification																		
Has the aircraft been damaged since last report? L'aéronef a-t-il été endommagé depuis le dernier rapport?		<table border="1"> <tr> <td>With landing gear configuration Avec quel train d'atterrissage?</td> <td>With landing gear configuration Avec quel train d'atterrissage?</td> <td>With landing gear configuration Avec quel train d'atterrissage?</td> </tr> </table>		With landing gear configuration Avec quel train d'atterrissage?	With landing gear configuration Avec quel train d'atterrissage?	With landing gear configuration Avec quel train d'atterrissage?													
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Date of repair certification (Y/M/D) Date d'attestation des réparations (A/M/J)		<table border="1"> <tr> <td>Engine make - Constructeur du moteur ROBEK</td> <td>Propeller make - Constructeur de l'hélice ROBEK</td> </tr> </table>		Engine make - Constructeur du moteur ROBEK	Propeller make - Constructeur de l'hélice ROBEK														
Engine make - Constructeur du moteur ROBEK	Propeller make - Constructeur de l'hélice ROBEK																		
Other information - Autre information Emergency AD fax number (See instructions) N° de télécopieur pour CN d'urgence (Voir instructions)		<table border="1"> <tr> <td>Engine model - Modèle du moteur 1. R35A-129K</td> <td>Engine serial no. - N° de série moteur 1. R35K000</td> <td>Propeller model - Modèle de l'hélice 1. MR-B1000CAF</td> <td>Prop. serial no. - N° de série de l'hélice 1. R350000</td> </tr> <tr> <td>2.</td> <td>2.</td> <td>2.</td> <td>2.</td> </tr> <tr> <td>3.</td> <td>3.</td> <td>3.</td> <td>3.</td> </tr> <tr> <td>4.</td> <td>4.</td> <td>4.</td> <td>4.</td> </tr> </table>		Engine model - Modèle du moteur 1. R35A-129K	Engine serial no. - N° de série moteur 1. R35K000	Propeller model - Modèle de l'hélice 1. MR-B1000CAF	Prop. serial no. - N° de série de l'hélice 1. R350000	2.	2.	2.	2.	3.	3.	3.	3.	4.	4.	4.	4.
Engine model - Modèle du moteur 1. R35A-129K	Engine serial no. - N° de série moteur 1. R35K000	Propeller model - Modèle de l'hélice 1. MR-B1000CAF	Prop. serial no. - N° de série de l'hélice 1. R350000																
2.	2.	2.	2.																
3.	3.	3.	3.																
4.	4.	4.	4.																
Aircraft make - Constructeur de l'aéronef ROBEK		Date (Y/A-M-D/J) 2011-05-27																	
Aircraft model - Modèle de l'aéronef 200B		Date (Y/A-M-D/J)																	
Aircraft serial number - N° de série de l'aéronef 200000		Date (Y/A-M-D/J)																	
Engine make - Constructeur du moteur ROBEK		Propeller make - Constructeur de l'hélice ROBEK																	
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2.		2.																	
3.		3.																	
4.		4.																	
Ski manufacturer - Fabricant de skis		Float manufacturer - Fabricant de flotteur																	
Ski model - Modèle de skis		Float model - Modèle de flotteur																	
Owner remarks - Remarques du propriétaire		<table border="1"> <tr> <td colspan="2"> <b>AIRCRAFT OUT OF SERVICE - AERONEF HORS SERVICE</b>            (see instructions and complete only if applicable)            (voir les instructions et remplir seulement s'il y a lieu)         </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> The aircraft will be out of service for all of the current calendar year            L'aéronef sera hors service pendant toute l'année civile en cours         </td> </tr> <tr> <td colspan="2">           Estimated date of return to service            Date prévue de remise en service         </td> </tr> <tr> <td colspan="2">           Reason aircraft is out of service (optional)            Raison pour laquelle l'aéronef est hors service (facultatif)         </td> </tr> </table>		<b>AIRCRAFT OUT OF SERVICE - AERONEF HORS SERVICE</b> (see instructions and complete only if applicable) (voir les instructions et remplir seulement s'il y a lieu)		<input type="checkbox"/> The aircraft will be out of service for all of the current calendar year L'aéronef sera hors service pendant toute l'année civile en cours		Estimated date of return to service Date prévue de remise en service		Reason aircraft is out of service (optional) Raison pour laquelle l'aéronef est hors service (facultatif)									
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TRANSPORT CANADA C-FAFV PLACE DE VILLE, TOWER C (AARDA) 330 SPARKS ST OTTAWA ON K1A 0N5		I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT J'ATTESTE QUE LES RENSEIGNEMENTS DONNÉS SONT EXACTS.																	
ENSURE THAT THIS ADDRESS APPEARS IN ENVELOPE WINDOW PRIOR TO MAILING VÉRIFIER QUE L'ADRESSE EST VISIBLE DANS LA FENÊTRE DE L'ENVELOPPE AVANT DE POSTER		Name of owner or authorized agent (please print) Nom du propriétaire ou l'agent autorisé (écrire en lettres moulées)																	
24-0059 (1206-05) DOT / DLC - 100 - 02546		Signature of owner or authorized agent Signature du propriétaire ou de l'agent autorisé																	

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

ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR)

Pursuant to *Canadian Aviation Regulations (CARs)*, Part V, Subpart 1, and Chapter 501 of the *Airworthiness Manual*, the owner of a Canadian aircraft, other than an ultra-light aeroplane shall submit to the Minister no later than the due date an Annual Airworthiness Information Report (AAIR).

HOW TO SUBMIT THE AAIR

The AAIR can be submitted in one of two ways:

1. Fill in the attached form and return it to your Transport Canada (TC) regional office, following the instructions of sections A, B, C, D and E below; or
2. Submit it electronically via the Internet, following the instructions of section E below.

A. PROVIDE DATA IN THE SPACES MARKED →

1. Date of the most recent annual or 100-hour inspection, and the name & number of the AMO or AME who/which conducted and certified the inspection. In the case of an amateur-built or owner maintained aircraft, the name of the owner if the owner performed the inspection.  
*Note: Not required for aircraft operated pursuant to CAR IV or CAR VII.*
2. Indicate (yes or no) whether the aircraft was significantly damaged since the last report. If YES, the date the aircraft was damaged and, if applicable, the date of the repair certification.
3. Aircraft total hours flown since new, to the present, and aircraft hours flown in the last calendar year (i.e. from January 1st to December 31st of the reporting period shown).  
*Note: Air operators and flight training units may provide a consolidated breakdown of the total training hours and the total hours flown for other serial work activities (specialized work) in the last calendar year.*
4. Provide a 24-hour fax number and/or e-mail address to which TC can forward notification of applicable airworthiness directives (ADs) and AAIRs.

B. CORRECT ANY ERRORS...

...in the data appearing in, or missing from, the shaded areas. Enter correct data in the clear area immediately below the item in question.

C. AIRCRAFT OUT OF SERVICE

Subject to certain conditions, an AAIR is not required for an aircraft that is out of service (not flown) for all of a complete calendar year. When applicable, an owner can claim this privilege by indicating on this form:

- a) The aircraft will be out of service for all of the current calendar year; and
- b) The estimated date of return to service.

Even if claiming this privilege for the current and future years, a report is still required for any calendar year in which hours are flown, e.g. the present report must be submitted if any hours were flown during the last calendar year.

*Note: This non-reporting privilege is intended for owners of aircraft which are/will be out of service for several reporting periods.*

D. MAILING INSTRUCTIONS

1. Check that all necessary data has been supplied.
2. Sign and date the lower right-hand corner.
3. Remove and retain copy 2 for your records.
4. Re-fold the remaining copy 1 and insert into the return envelope such that the Transport Canada regional address appears in the window.
5. Add sufficient postage and ensure that the envelope is postmarked not later than the due date.

E. INTERNET SUBMISSION INSTRUCTIONS

1. Using the AAIR Access Code printed on the front of this form. Logon to the Continuing Airworthiness Web Information System (CAWIS) at [www.tc.gc.ca/cawis-swimn](http://www.tc.gc.ca/cawis-swimn) (Use of the AAIR Access Code is deemed to be the equivalent of your signature when submitting an AAIR via the Internet.)
2. If you own one aircraft, a web version of the AAIR form will be presented for your completion. If you own more than one aircraft, you may submit an AAIR for each aircraft for which the 'Due' column is checked.
3. Check and update all existing data, and enter the required new data, following the guidance of sections A, B and C above.
4. When all data is complete and correct, you may select 'Print' to produce a hard copy for your records.
5. Select 'Submit' to send your completed AAIR to Transport Canada. A pop-up window will appear to confirm that your AAIR has been successfully submitted.

FOR DEPARTMENTAL USE ONLY	
Checked by Civil Aviation	
CAWIS file updated	
Scanned and filed on RDIMS	

RAPPORT ANNUEL D'INFORMATION SUR LA NAVIGABILITÉ AÉRIENNE (RAINA)

En vertu de la sous-partie 1 de la partie V du *Règlement de l'aviation canadien (RAC)* et du chapitre 501 du *Manuel de navigabilité*, le propriétaire d'un aéronef canadien, autre qu'un avion ultra-léger, doit présenter au ministre un Rapport annuel d'information sur la navigabilité aérienne (RAINA) au plus tard à la date d'échéance.

COMMENT SOUMETTRE LE RAINA

Le RAINA peut être soumis de deux façons :

1. Remplir le formulaire ci-joint et le faire parvenir à votre bureau régional de Transports Canada (TC) en suivant les instructions des sections A, B, C, D et E ci-dessous; ou
2. Soumettre le formulaire électroniquement par Internet en suivant les instructions de la section E ci-dessous.

A. VEUILLEZ INSCRIRE LES DONNÉES DANS LES CASES INDICUÉES →

1. Date de la plus récente inspection annuelle ou aux 100 heures, et le nom et numéro de l'AMO ou du TGA qui a effectué et certifié l'inspection. Dans le cas d'un aéronef de construction amateur ou dont la maintenance est effectuée par le propriétaire, donner le nom du propriétaire si celui-ci a effectué l'inspection.  
*Note: Cette information n'est pas nécessaire dans le cas d'un aéronef exploité en application des parties IV ou VII du RAC.*
2. Indiquer si (oui ou non) des dommages importants ont été subis par l'aéronef depuis le dernier rapport. Si OUI, la date des dommages subis par l'aéronef et la date d'installation des réparations, s'il y a lieu.
3. Heures de vol de l'aéronef depuis sa mise en service jusqu'à présent, et heures de vol de l'aéronef au cours de la dernière année civile (c.-à-d. du 1<sup>er</sup> janvier au 31 décembre de la période visée par le rapport).  
*Note: Les exploitants aériens et les unités de formation au pilotage peuvent joindre un rapport de synthèse du nombre total d'heures de vol consacrées à la formation et à d'autres activités de travail aérien (travaux spécialisés) au cours de la dernière année civile.*
4. Fournir un numéro de télécopieur qui est disponible 24 heures sur 24 et/ou une adresse électronique auquel TC peut transmettre des consignes de navigabilité (CN) et les RAINA.

B. VEUILLEZ CORRIGER TOUTES LES ERREURS...

...qui apparaissent ou les omissions dans les cases ombrées. Insérer les corrections dans l'espace libre directement au-dessous de l'article en question.

C. AÉRONEFS HORS SERVICE

Selon certaines conditions, un RAINA n'est pas requis pour un aéronef qui est hors service (qui n'a pas été piloté) pendant toute une année civile. Si y a lieu, un propriétaire peut invoquer ce privilège en indiquant sur ce formulaire :

- a) que l'aéronef sera hors service pendant toute l'année civile en cours; et
- b) la date prévue de remise en service.

Même si le propriétaire invoque ce privilège pour l'année en cours ou les années subséquentes, un rapport est toujours nécessaire pour chaque année civile pendant laquelle l'aéronef est piloté, par exemple, s'il y a eu des heures de vol au cours de la dernière année civile, le présent rapport doit être soumis.

*Note: Ce privilège de non-signalment vise uniquement les propriétaires dont les aéronefs sont ou seront hors service pendant plusieurs périodes de rapport.*

D. INSTRUCTIONS COPIER, SIGNER ET L'EMBOÛTER PAR LA POSTE

1. Vérifier que toutes les données nécessaires ont été fournies.
2. Signer et dater dans la coin inférieur droit.
3. Détacher et conserver la copie 2 pour vos dossiers.
4. Replier l'autre copie 1 et l'insérer dans l'enveloppe de retour en veillant à bien laisser paraître l'adresse du bureau régional de Transports Canada dans la fenêtre.
5. Affranchir suffisamment et poster de façon à ce que le timbre soit oblitéré au plus tard à la date d'échéance.

E. INSTRUCTIONS COPIER, SIGNER ET LES SOUMETTRE PAR INTERNET

1. À l'aide du code d'accès RAINA imprimé au recto de ce formulaire, accéder au Système Web d'information sur le maintien de la navigabilité (SWIMN) à l'adresse [www.tc.gc.ca/cawis-swimn](http://www.tc.gc.ca/cawis-swimn) (L'utilisation du code d'accès RAINA est équivalente à votre signature lorsque vous soumettez un RAINA par Internet.)
2. Si vous êtes propriétaire d'un seul aéronef, remplir la version Web du formulaire RAINA qui apparaîtra à l'écran. Si vous êtes propriétaire de plusieurs aéronefs, vous pouvez soumettre un RAINA pour chaque aéronef pour lequel la colonne « Requis » est cochée.
3. Vérifier et mettre à jour toutes les données existantes, puis entrer les nouvelles données requises en suivant le guide aux sections A, B et C ci-dessus.
4. Lorsque toutes les données sont complètes et exactes, vous pouvez cliquer sur « Imprimer » et obtenir une copie papier pour vos dossiers.
5. Cliquer sur « Soumettre » afin d'acheminer votre RAINA dûment rempli à Transports Canada. Une fenêtre de type instantané apparaîtra pour vous indiquer que votre RAINA a été soumis avec succès.

À L'USAGE DU MINISTRE SEULEMENT	
Vérifié par le personnel de l'Aviation civile	
Dossier du SWIMN mis à jour	
Scanné et classé dans le SGDDI	

N° de l'invitation - Solicitation No.  
 T8518-140163/A  
 N° de réf. du client - Client Ref. No.  
 T8518-140163

N° de la modif - Amd. No.  
 File No. - N° du dossier  
 CW020, T8518-140163

Id de l'acheteur - Buyer ID  
 CW020  
 N° CCC / CCC No. / N° VME - FMS

		Web AAIR access code - Code d'accès RAINA (Web) HTTP://WWW.TC.GC.CA/CAWIS-SWIMN	
<b>ANNUAL AIRWORTHINESS INFORMATION REPORT</b> <b>RAPPORT ANNUEL D'INFORMATION SUR LA NAVIGABILITÉ AÉRIENNE</b>		Issued (Y/M/D) - Emission (A/M/J) <b>2014-04-01</b> / Due (Y/M/D) - Échéance (A/M/J) <b>2014-06-30</b> Registration mark - Immatriculation <b>C-FAFV</b> / Type certificate - Certificat de type <b>A-11111</b> Flight authority - Autorité de vol <b>2-01-1</b> / Type of registration - Type d'immatric. <b>COMMERCIAL</b>	
COMPLETE FORM AND SUBMIT NOT LATER THAN THE DUE DATE REEMPLIR ET PRÉSENTER LE FORMULAIRE AU PLUS TARD À LA DATE D'ÉCHÉANCE		<b>Aircraft base - Base d'exploitation</b> Country - Pays <b>CANADA</b> / Province/State - Province/État <b>MB</b> Municipality - Municipalité <b>AIRPORT - AÉROPORT</b> Other (Home, farm, etc.) / Autre (Résidence, ferme, etc.) <b>MB</b>	
Date of the most recent annual or 100-hour inspection (Y/M/D) → Date de la plus récente inspection annuelle aux 100 h (A/M/J) → AMO, AME or owner who/whom conducted & certified this inspection L'OMA, le TEA ou le propriétaire qui a effectué et certifié cette inspection Name - Nom → <input type="checkbox"/> AMO - OMA / <input type="checkbox"/> AME - TEA / <input type="checkbox"/> Owner - Propr.		Reporting period for hours flown last calendar year Période du rapport des heures de vol, dernière année civile <b>JAN. 1 TO DEC. 31, 2013</b> Total hours flown since new - to the present / Heures de vol depuis la mise en service jusqu'à présent Hours flown last calendar year / Heures de vol, dernière année civile	
Has the aircraft been damaged since last report? / L'aéronef a-t-il été endommagé depuis le dernier rapport? <input type="checkbox"/> Yes / <input type="checkbox"/> No / Date of damage (Y/M/D) / Date des dommages (A/M/J) Date of repair certification (Y/M/D) / Date d'attestation des réparations (A/M/J) →		Optional for air operators & flight training units Facultatif pour exploitants aériens et unités de formation au pilotage Specialty hours - Heures d'opérations spécialisées / Other aerial work - Autres activités de travail aérien	
Other information - Autre information Emergency AD fax number (See instructions) / N° de télécopieur pour CN d'urgence (Voir instructions) → E-Mail address / Adresse de courriel →		Empty weight / Masse à vide Last actual - Dernière masse réelle / Last amended - Dernière modification With landing gear configuration / Avec quel train d'atterrissage? <input checked="" type="checkbox"/> Wheels / <input type="checkbox"/> Floats / <input type="checkbox"/> Skis / <input type="checkbox"/> Wheels / <input type="checkbox"/> Floats / <input type="checkbox"/> Skis / <input checked="" type="checkbox"/> Wheels / <input type="checkbox"/> Floats / <input type="checkbox"/> Skis Date (Y/A-M-D/J) / Date (Y/A-M-D/J)	
Aircraft make - Constructeur de l'aéronef <b>CESSNA</b> Aircraft model - Modèle de l'aéronef <b>208</b> Aircraft serial number - N° de série de l'aéronef <b>208B0528</b>		Max. permissible take-off weight / Masse maximale admissible au décollage With landing gear configuration / Avec quel train d'atterrissage? <input checked="" type="checkbox"/> Wheels / <input type="checkbox"/> Floats / <input type="checkbox"/> Skis	
Engine make - Constructeur du moteur <b>ROBEUR &amp; MANFREDINI</b> Engine model - Modèle du moteur <b>1. R28A-1111</b> / Engine serial no. - N° de série moteur <b>1. R28A1111</b> 2. / 2. / 3. / 3. / 4. / 4.		Propeller make - Constructeur de l'hélice <b>ROBEUR</b> Propeller model - Modèle de l'hélice <b>1. R1111-1111</b> / Prop. serial no. - N° de série de l'hélice <b>1. R11111111</b> 2. / 2. / 3. / 3. / 4. / 4.	
Siki manufacturer - Fabricant de skis / Siki model - Modèle de skis Flloat manufacturer - Fabricant de flotteur / Flloat model - Modèle de flotteur		Owner remarks - Remarques du propriétaire <b>AIRCRAFT OUT OF SERVICE - AERONEF HORS SERVICE</b> (see instructions and complete only if applicable) / (voir les instructions et remplir seulement s'il y a lieu) <input type="checkbox"/> The aircraft will be out of service for all of the current calendar year / L'aéronef sera hors service pendant toute l'année civile en cours Estimated date of return to service / Date prévue de remise en service → Year - Année / Month - Mois / Mark Reason aircraft is out of service (optional) / Raison pour laquelle l'aéronef est hors service (facultatif) →	
TRANSPORT CANADA C-FAFV PLACE DE VILLE, TOWER C (AARDA) 330 SPARKS ST OTTAWA ON K1A 0N5 ENSURE THAT THIS ADDRESS APPEARS IN ENVELOPE WINDOW PRIOR TO MAILING / VÉRIFIER QUE L'ADRESSE EST VISIBLE DANS LA FENÊTRE DE L'ENVELOPPE AVANT DE POSTER 24-0059 (1206-05) DOT / DLC - 100 - 02546		I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT / J'ATTESTE QUE LES RENSEIGNEMENTS DONNÉS SONT EXACTS. Name of owner or authorized agent (please print) / Date (Y/A-M-D/J) Norm du propriétaire ou de l'agent autorisé (écrire en lettres moulées) Signature of owner or authorized agent / Signature du propriétaire ou de l'agent autorisé 	

Part 2 - Front

N° de l'invitation - Solicitation No.  
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 T8518-140163

N° de la modif - Amd. No.  
 File No. - N° du dossier  
 CW020, T8518-140163

Id de l'acheteur - Buyer ID  
 CW020  
 N° CCC / CCC No. / N° VME - FMS

<p style="text-align: center;"><b>ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR)</b></p> <p>Pursuant to Canadian Aviation Regulations (CARs) Part V, Subpart 1, and Chapter 501 of the Airworthiness Manual, the owner of a Canadian aircraft, other than an ultralight aeroplane, shall submit to the Minister no later than the due date an Annual Airworthiness Information Report (AAIR).</p> <p><b>HOW TO SUBMIT THE AAIR</b>      The AAIR can be submitted in one of two ways:</p> <ol style="list-style-type: none"> <li>1. Fill in the attached form and return it to your Transport Canada (TC) regional office, following the instructions of sections A, B, C, D and E below; or</li> <li>2. Submit it electronically via the internet, following the instructions of section E below.</li> </ol> <p><b>A. PROVIDE DATA IN THE SPACES MARKED +</b></p> <ol style="list-style-type: none"> <li>1. Date of the most recent annual or 100-hour inspection, and the name &amp; number of the AMO or AME who/whom conducted and certified the inspection, in the case of an amateur-built or owner-maintained aircraft, the name of the owner if the owner performed the inspection.  <i>Note: Not required for aircraft operated pursuant to CAR IV or CAR VII.</i></li> <li>2. Indicate (yes or no) whether the aircraft was significantly damaged since the last report. If YES, the date the aircraft was damaged and, if applicable, the date of the repair certification.</li> <li>3. Aircraft total hours flown since new, to the present, and aircraft hours flown in the last calendar year (i.e. from January 1st to December 31st of the reporting period shown).  <i>Note: Air operators and flight training units may provide a consolidated breakdown of the total training hours and the total hours flown for other aerial work activities (specialized work) in the last calendar year.</i></li> <li>4. Provide a 24-hour fax number and/or e-mail address to which TC can forward notification of applicable airworthiness directives (ADs) and AAIRs.</li> </ol> <p><b>B. CORRECT ANY ERRORS...</b>      ...in the data appearing in, or missing from, the shaded areas. Enter correct data in the clear areas immediately below the item in question.</p> <p><b>C. AIRCRAFT OUT OF SERVICE</b>      Subject to certain conditions, an AAIR is not required for an aircraft that is out of service (not flown) for all of a complete calendar year. When applicable, an owner can claim this privilege by indicating on this form:</p> <p>(a) The aircraft will be out of service for all of the current calendar year and      (b) The estimated date of return to service.</p> <p>Even if claiming this privilege for the current and future years, a report is still required for any calendar year in which hours are flown, e.g. the present report must be submitted if any hours were flown during the last calendar year.</p> <p><i>Note: This non-reporting privilege is intended for owners of aircraft which are/will be out of service for <u>extended</u> reporting periods.</i></p> <p><b>D. MAILING INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. Check that all necessary data has been supplied.</li> <li>2. Sign and date the lower right-hand corner.</li> <li>3. Remove and retain copy 2 for your records.</li> <li>4. Re-fold the remaining copy 1 and insert into the return envelope such that the Transport Canada regional address appears in the window.</li> <li>5. Add sufficient postage and ensure that the envelope is postmarked no later than the due date.</li> </ol> <p><b>E. INTERNET SUBMISSION INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. Using the AAIR Access Code embossed on the front of this form, logon to the Continuing Airworthiness Web Information System (CAWIS) at <a href="http://www.tc.gc.ca/cawis-swim">www.tc.gc.ca/cawis-swim</a>. (Use of the AAIR Access Code is deemed to be the equivalent of your signature when submitting an AAIR via the internet.)</li> <li>2. If you own one aircraft, a web version of the AAIR form will be presented for your completion. If you own more than one aircraft, you may submit an AAIR for each aircraft for which the 'Due' column is checked.</li> <li>3. Check and update all existing data, and enter the required new data, following the guidance of sections A, B and C above.</li> <li>4. When all data is complete and correct, you may select 'Print' to produce a hard copy for your records.</li> <li>5. Select 'Submit' to send your completed AAIR to Transport Canada. A pop-up window will appear to confirm that your AAIR has been successfully submitted.</li> </ol>	<p style="text-align: center;"><b>RAPPORT ANNUEL D'INFORMATION SUR LA NAVIGABILITE AERIENNE (RAINA)</b></p> <p>En vertu de la sous-partie 1 de la partie V du Règlement de l'aviation canadien (RAC) et du chapitre 501 du Manuel de navigabilité, le propriétaire d'un aéronef canadien, autre qu'un avion ultraléger, doit présenter au ministre un Rapport annuel d'information sur la navigabilité aérienne (RAINA) au plus tard à la date d'échéance.</p> <p><b>COMMENT SOUMETTRE LE RAINA</b>      Le RAINA peut être soumis de deux façons:</p> <ol style="list-style-type: none"> <li>1. Remplir le formulaire ci-joint et le faire parvenir à votre bureau régional de Transports Canada (TC) en suivant les instructions des sections A, B, C, D et E ci-dessous; ou</li> <li>2. Soumettre le formulaire électroniquement par internet en suivant les instructions de la section E ci-dessous.</li> </ol> <p><b>A. VEUILLEZ INSCRIRE LES DONNÉES DANS LES CASES INDICUÉES +</b></p> <ol style="list-style-type: none"> <li>1. Date de la plus récente inspection annuelle ou aux 100 heures, et le nom et le numéro de l'AMO ou du TEA qui a effectué et certifié l'inspection. Dans le cas d'un aéronef de construction amateur ou dont la maintenance est effectuée par le propriétaire, donner le nom du propriétaire si celui-ci a effectué l'inspection.  <i>Note: Cette information n'est pas nécessaire dans le cas d'un aéronef exploité en application des permis IV ou VII du PAC.</i></li> <li>2. Indiquer si (oui ou non) des dommages importants ont été subis par l'aéronef depuis le dernier rapport. Si OUI, la date des dommages subis par l'aéronef et la date d'installation des réparations, s'il y a lieu.</li> <li>3. Heures de vol de l'aéronef depuis sa mise en service jusqu'à présent et heures de vol de l'aéronef au cours de la dernière année civile (c.-à-d. du 1<sup>er</sup> janvier au 31 décembre de la période visée par le rapport).  <i>Note: Les exploitants aériens et les unités de formation au pilotage peuvent fournir un rapport de synthèse du nombre total d'heures de vol comprises à la formation et à d'autres activités de travail aérien (travaux spécialisés) au cours de la dernière année civile.</i></li> <li>4. Fournir un numéro de télécopieur qui est disponible 24 heures sur 24 et/ou une adresse électronique auquel TC peut transmettre des consignes de navigabilité (CN) et les RAINA.</li> </ol> <p><b>B. VEUILLEZ CORRIGER TOUTES LES ERREURS...</b>      ...ou écopassées ou les omissions dans les cases ombrées. Insérer les corrections dans l'espace libre directement, au-dessous de l'article en question.</p> <p><b>C. AÉRONEFS HORS SERVICE</b>      Selon certaines conditions, un RAINA n'est pas requis pour un aéronef qui est hors service (ou n'a pas été piloté) pendant toute une année civile. S'il y a lieu, un propriétaire peut invoquer ce privilège en indiquant sur ce formulaire:</p> <p>a) que l'aéronef sera hors service pendant toute l'année civile en cours; et      b) la date prévue de remise en service.</p> <p>Même si le propriétaire invoque ce privilège pour l'année en cours ou les années subséquentes, un rapport est toujours nécessaire pour chaque année civile pendant laquelle l'aéronef est piloté. Par exemple, s'il y a eu des heures de vol au cours de la dernière année civile, le présent rapport doit être soumis.</p> <p><i>Note: Ce privilège de non-signalement vise uniquement les propriétaires d'un tel aéronef qui sera/hors service pendant <u>prolongées</u> périodes de temps.</i></p> <p><b>D. INSTRUCTIONS CONCERNANT L'ENVOI PAR LA POSTE</b></p> <ol style="list-style-type: none"> <li>1. Vérifier que toutes les données nécessaires ont été fournies.</li> <li>2. Signer et dater, dans le coin inférieur droit.</li> <li>3. Détacher et conserver le copie 2 pour vos dossiers.</li> <li>4. Replier la copie 1 et l'insérer dans l'enveloppe de retour en veillant à bien laisser apparaître l'adresse du bureau régional de Transports Canada dans le fenêtre.</li> <li>5. Affranchir suffisamment et poster de façon à ce que le timbre soit visible au plus tard à la date d'échéance.</li> </ol> <p><b>E. INSTRUCTIONS CONCERNANT LES SOUMISSIONS PAR INTERNET</b></p> <ol style="list-style-type: none"> <li>1. À l'aide du code d'accès RAINA imprimé au recto de ce formulaire, accéder au Système Web d'information sur le maintien de la navigabilité (SWIMN) à l'adresse <a href="http://www.tc.gc.ca/cawis-swim">www.tc.gc.ca/cawis-swim</a>. (L'utilisation du code d'accès RAINA est équivalente à votre signature lorsque vous soumettez un RAINA par internet.)</li> <li>2. Si vous êtes propriétaire d'un seul aéronef, remplir le version Web du formulaire RAINA qui apparaîtra à l'écran. Si vous êtes propriétaire de plusieurs aéronefs, vous pouvez soumettre un RAINA pour chaque aéronef pour lequel la colonne « Requis » est cochée.</li> <li>3. Vérifier et mettre à jour toutes les données existantes, puis entrer les nouvelles données requises en suivant la guide des sections A, B et C ci-dessus.</li> <li>4. Lorsque toutes les données sont complètes et exactes, vous pouvez cliquer sur « Imprimer » et obtenir une copie papier pour vos dossiers.</li> <li>5. Cliquer sur « Soumettre » afin d'acheminer votre RAINA directement à Transports Canada. Une fenêtre de type instantané apparaîtra pour vous indiquer que votre RAINA a été soumis avec succès.</li> </ol>
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<b>FOR DEPARTMENTAL USE ONLY</b>	<b>À L'USAGE DU MINISTÈRE SEULEMENT</b>
Checked by Civil Aviation	Vérifié par le personnel de l'Aviation civile
CAWIS file updated	Dossier du SWIMN mis à jour
Scanned and filed on RDIMS	Scanné et classé dans le SGDDI

N° de l'invitation - Solicitation No.  
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T8518-140163

N° de la modif - Amd. No.  
File No. - N° du dossier  
CW020. T8518-140163

Id de l'acheteur - Buyer ID  
CW020  
N° CCC / CCC No./ N° VME - FMS



Note to Aircraft Owners:

Transport Canada (TC) is requesting aircraft owner's e-mail addresses for the electronic distribution of Airworthiness Directives (ADs) and Civil Aviation Safety Alerts (CASAs); as well as to address matters related to Annual Airworthiness Information Reports (AAIRs). For the time being, AAIR forms will continue to be sent annually in hard copy format, except if the aircraft is currently out of service or part of a fleet report. The e-mail address which appears in the "e-mail address" field on the attached form, if any, is the aircraft owner's information we have on file.

If the form does not contain the owner's e-mail address, or if it's incorrect, indicate the proper e-mail address in the remarks section. If the owner does not have an e-mail address, ensure the fax information is correct. The fax number must solely be a number used for faxes; it cannot be a dual line (telephone and fax). E-mail and fax information can also be updated online by using your AAIR access code.

For all changes to your mailing address, you must contact your TC Regional Aircraft Registration Office at 1-800-305-2059, option 1 for English, 2 for Aircraft Registration and then select the appropriate region. **Indicating your new mailing address on the AAIR form (hard copy or online) will not update your mailing address.**

For any questions or concerns regarding AAIRs or fleet reports, you may contact us at 613-954-9973 or by e-mail at [cawwebfeedback@tc.gc.ca](mailto:cawwebfeedback@tc.gc.ca).

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Avis aux propriétaires d'aéronefs :

Transports Canada (TC) demande les adresses de courriel des propriétaires d'aéronefs aux fins de la distribution électronique des consignes de navigabilité (CN) et des alertes à la sécurité de l'Aviation civile (ASAC), ainsi que pour le traitement des questions liées aux rapports annuels d'information sur la navigabilité aérienne (RAINA). Pour le moment, les formulaires de RAINA continueront d'être envoyés en version papier chaque année, à moins que l'aéronef soit actuellement hors service ou fasse partie d'un rapport sur la flotte. L'adresse de courriel qui apparaît dans le champ « adresse de courriel » sur le formulaire en pièce jointe, le cas échéant, est celle qui figure au dossier du propriétaire de l'aéronef.

Si le champ du courriel ne contient pas l'adresse courriel du propriétaire, ou s'il est incorrect, inscrivez la bonne adresse de courriel dans la section des remarques. Si le propriétaire n'a pas d'adresse de courriel, vérifiez que le numéro de télécopieur est exact. Le numéro de télécopieur doit être un numéro réservé aux télécopieurs; il ne peut pas s'agir d'une ligne double (téléphone et télécopieur). Vous pouvez également mettre à jour votre adresse de courriel et votre numéro de télécopieur en ligne en utilisant votre code d'accès RAINA.

Pour apporter des changements à votre adresse postale, vous devez communiquer avec votre bureau régional d'immatriculation des aéronefs de TC au 1-800-305-2059, faites le 2 pour les instructions en français, le 2 pour l'immatriculation des aéronefs, puis choisissez la région appropriée. **Le fait d'indiquer votre nouvelle adresse postale sur le formulaire de RAINA (version papier ou en ligne) ne mettra pas à jour votre adresse postale.**

Si vous avez des questions ou des préoccupations au sujet des RAINA ou des rapports sur la flotte, vous pouvez communiquer avec nous en composant le 613-954-9973 ou par courriel à l'adresse [cawwebfeedback@tc.gc.ca](mailto:cawwebfeedback@tc.gc.ca).



[www.tc.gc.ca](http://www.tc.gc.ca)

03-0068 (0308-01)

N° de l'invitation - Solicitation No.  
T8518-140163/A  
N° de réf. du client - Client Ref. No.  
T8518-140163

N° de la modif - Amd. No.  
File No. - N° du dossier  
CW020. T8518-140163

Id de l'acheteur - Buyer ID  
CW020  
N° CCC / CCC No. / N° VME - FMS

