

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

**Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage**

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Est

800, rue de La Gauchetière Ouest

7 ième étage

Montréal

Québec

H5A 1L6

Title - Sujet RISO -OPTICAL SERVICES	
Solicitation No. - N° de l'invitation W3380-14K029/B	Date 2015-11-06
Client Reference No. - N° de référence du client W3380-14-K029	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-309-13550
File No. - N° de dossier MTA-4-37394 (309)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-24	Time Zone Fuseau horaire Heure Normale du l'Est HNE
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Paradis, Mary	Buyer Id - Id de l'acheteur mta309
Telephone No. - N° de téléphone (514)496-3874 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE 41e Centre des services de Santé des Forces Canadiennes C.P. 100 Succ. Bureau-chef Richelain Québec J0J1R0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number W3380-14K029/A dated September 22, 2015 with a closing of October 19, 2015 at 14h00. A debriefing or feedback session will be provided upon request to offerors who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Requirement, the Basis of Payment, Security requirements check list, Insurance requirements, the Monthly reporting template, DND 1615 Pre-authorization vision (eye) care-Program 14, Mandatory technical evaluation criteria and Selection of frames.

1.2 Summary

Required for The Department of National Defence (DND) at St. Jean Garrison, Canadian Forces Leadership and Recruit School, the Canadian Forces authorized personnel and civilian eligible personnel.

These services must include a variety of supplies and the optical services comprising of, amongst other things, the optical supplies prescribed, maintenance services, adjusting and repairing glasses.

The provision of eyewear and optical services must be available 'on-site' and /or 'off-site'.

'On-site' service means a location within the DND base site that the Offeror can or will use for displaying frames and providing services. Service hours may vary. From 07:00 in the morning to up to 22:00 at night from Monday to Friday. On weekends, 07:00 to 16:00 could be required.

'Off-site' means a location where services are provided outside the Department of National Defence base, St-Jean Garrison, 41 Canadian Forces Health Services Centre (medical clinic) from which the Offeror must use to display frames and provide services, and which must be within 20 minutes by car, calculated from the gate at the main entrance of the base whilst obeying all traffic signals and speed limits during the trip, except in adverse weather conditions. The days and hours of service will be normal business hours at that location. The facility must be a recognizable point of service like any other optician's store.

The period of the Standing offer will be valid for one year from the date of issue. Moreover, the Standing offer will comprise of the rights of Canada to prolong its use for two supplementary periods of 12 months each, at the same conditions.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is subject to the Federal supply classification number 'G0' which are Health and social services, and are not subject to the World Trade Organisation-Agreement on Government Procurement (WTO-AGP) (Annex 4), the North American Free Trade Agreement (NAFTA) (Chapter 10, Annex 1001.1b.2b).

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2015-7-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **seven (7) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the **Province of Quebec**.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

- Section I: Technical Offer (2 hard copy)
- Section II: Financial Offer (1 copy hard copy)
- Section III: Certifications (1 copy hard copy)

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

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Exchange Rate Fluctuation

C3011T 2013-11-06, Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

The evaluation process has three components:

Component 1: Evaluation of mandatory technical criteria

Component 2: Evaluation of mandatory technical criteria (evaluation of frames)

Component 3: Technical and financial evaluation

4.1.1.1 Component 1: Mandatory Technical Criteria

- a. The offeror must hold a valid organization security clearance prior to issuance of the Standing offer;
- b. Mandatory technical criteria set out in Annex G must be duly completed and included in the offer for evaluation purposes.

4.1.1.2 Evaluation method for mandatory technical criteria

- The bid must meet all mandatory criteria in order to be considered responsive.
- Failure to fill out and provide Annex G on the bid closing date will render the bid non-responsive.
- Only compliant bids will be accepted and evaluated in more detail.
- Offers that meet all the mandatory criteria will be subject to the rated evaluation criteria for the frames.

Important note:

For evaluation of the mandatory point-rated technical criteria, at the request of the PWGSC contractor, compliant Offerors must send us 25 pairs of frames as set out in Annex A – Statement of Requirements, under the 'Requirements' section of Item 2: Frames. The frames must be numbered from #1 to #25, in accordance with the list set out in Annex A. Frame #7 must contain a prescription that will be determined when the sample request is made. Note that the frames must be provided for a two-week period and sent at the Offeror's expense.

4.1.1.3 Component 2: Evaluation of the mandatory technical criteria (Evaluation of Frames)

This evaluation contains point rated criteria.

General Information

To ensure access to the best possible frames, a committee has been put in place by the Department of National Defence at Saint-Jean Garrison to evaluate the frames of the various Offerors. The committee is made up of 15 people who wear glasses and who represent Saint-Jean Garrison's diverse clientele. They represent various occupations and age groups and have different optical service needs. They are all volunteers and do not know the source of the frames being evaluated.

The frame evaluation will make up 60% of the overall mark for the selection process.

Point-rated technical evaluation criteria

The evaluation will be subjective (see rating chart below)

Weight	Rating Level
5	Excellent
4	Very Good
3	Good
2	Fair
1	Poor
0	Unacceptable

1. Sturdiness/durability 5 points
2. Comfort 5 points
3. Esthetics 5 points

Maximum points: 15 points

Total out of 375 points (25 pairs of frames x 15 points)

Minimum required is 225 points on 375 which is 60%, with each and every frame obtaining passing mark of 3/5 points on 'Sturdiness/durability' sub criteria.

Frames Assessment Methodology

Each pair of frames (eg, Frame #1) will be evaluated for each Offeror (A,B,C,D,E etc) at the same time; all of the frames will be evaluated together (eg, all of the #2 frames will be evaluated at the same time, and so on and so forth, for each Offeror).

Three criteria will be used for each pair of frames: Sturdiness/durability, comfort and esthetics. Up to 5 points each will be given for sturdiness/durability, comfort and esthetics for a possible total of 15 points for each pair of frames. There will be a possible total of 375 points (25 pairs of frames with a maximum total of 15 points each).

If one frame does not meet the minimum points of 3/5 for the 'sturdiness/durability' criteria, the offer will be deemed non-compliant and will not be evaluated further.

Only offers that are deemed compliant and that score at least 225/375 will be accepted and evaluated in greater detail, in accordance with the mandatory point-rated technical evaluation criteria.

The number of technical points obtained will be used to calculate the highest combined rating for technical merit and price. The Offeror will be selected based on a 60/40 ratio of the technical score (technical evaluation) and price (financial evaluation), respectively.

The offerors must meet all of the mandatory point-rated criteria to be considered responsive. Only offers considered responsive will be accepted and undergo the financial evaluation.

All the frames that were evaluated must be the same and be available when the contract will be put in place. Any change to this selection will have to be approved by DND.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory financial criteria

- Compliance with the methods for setting the proposed prices;
- Firm unit prices must be provided for each line item in Annex B – Basis of payment.

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

4.1.3 Evaluation of price

The prices listed in Annex B – Basis of payment will be evaluated as follows:

The extended price is the quantity of each item multiplied by the firm price per year for the three years.

The total price per year will be the total of items 1 to 17.

The total Standing Offer price will be the total price for the three years.

4.1.3.1. Technical and financial evaluation

The technical and financial evaluation will be determined as follows:

Example of best-value-for- money determination

Best total score for technical merit (60%) and price (40%)

	Offeror 1	Offeror 2	Offeror 3
Number of technical points	88	82	76
Quoted price	\$60,000	\$55,000	\$50,000

	Number of technical points	Number of price points	Total points
Offeror 1	$88 \times 60/100 = 52.8$	$* 50 \times 40 / 60 = 33.33$	86.13
Offeror 2	$82 \times 60/100 = 49.2$	$50 \times 40 / 55 = 36.36$	85.56

Offeror 3	76 x 60/100 = 45.6	50 x 40 /50 = 40.00	85.6
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* The lowest-priced compliant bid.

In this example, the three Offerors are deemed responsive and the technical score to attribute corresponds to a maximum of 100 points. The highest technical score was prorated against the stipulated 100 points while the lowest price proposal received the full rated percentage and the other proposals were prorated accordingly. The number of technical points and the number of price points were added up, and the highest technical score represents the best value for the Crown.

Based on the above calculations, a Standing offer would be issued to Offeror 1, which submitted the best technical offer based on technical merit and price.

4.2 Basis of Selection

Selection method – Highest combined rating of technical merit and price

1. To be declared responsive, an offer must
 - a. comply with all the requirements of the bid solicitation; and
 - b. Meet all mandatory criteria; and
 - c. Receive a minimum overall score of 225/375 for the point-rated technical evaluation criteria.

Offers that do not meet requirements a), b) and c) will be declared non-responsive.

2. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for technical merit and 40% for the price.
3. In order to determine the technical merit score, the overall technical score of each responsive offer will be calculated as follows: the total number of points obtained will be divided by the total number of points that may be accorded, then multiplied by 60% and divided by 100 (against the total possible score, which is out of 100).
4. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%. For each responsive bid, the technical merit score and the pricing score will be added to determine the combined rating.
5. The responsive offer that has the most points or the lowest price will not necessarily be chosen. The responsive bid with the highest combined rating of technical merit and price will be recommended for issuance of a Standing offer.

The Crown reserves the right to issue one Standing offer for this file.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to

provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#).(9), Example 2, of the *Supply Manual*.

5.3.2 SACC Manual clause

[A3050T](#) 2014-11-27, Canadian Content Definition

[A3070T](#) 2014-03-13, Evaluation Procedures for Procurement Conditionally Limited to Canadian Content

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

7.2.1 Security requirement for Canadian supplier:

- a. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organisation Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b. The Contractor/Offeror personnel requiring access to sensitive work site(s) must each hold a valid Reliability Status, granted or approved by CISD/PWGSC.
- c. Subcontracts which contain security requirements are NOT to be awarded without prior written permission of CISD/PWGSC.
- d. The Contractor/Offeror must comply with the provisions of the:
 - i. Security Requirements Check List and security guide (if applicable), attached at Annex D.
 - ii. Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a **quarterly basis** to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for one year from the date of issue.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two periods of one year each, from _____ to _____, and from _____ to _____** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: MARY PARADIS
Title: Contracting Officer
Public Works and Government Services Canada

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Acquisitions Branch

Quebec region

Address: 800 rue de la Gauchetière, ouest
Place Bonaventure, East Tour, 7th floor
Montreal, QC
H5A 1L6

Telephone: (514) 496-3874

Facsimile: (514) 496-3822

E-mail address: mary.paradis@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: (***Will be completed only at time of the issuance of the Standing offer***)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

The Department of National Defence
St. Jean Garrison
Canadian Forces Leadership and Recruit School
Richelain, Qc

7.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$25,000.00**.

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (***The amount will be divulged at the issue of the Standing offer. The applicable taxes do not apply for this commodity***) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or **3 months** before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2015-09-03), General Conditions - Goods or Services (Low Dollar Value);
- e) Annex A, Statement of Requirement ;
- f) Annex B, Basis of Payment ;
- g) Annex C, Security Requirements Check List ;
- h) Annex D, Insurance Requirements ;

- i) Annex E, Monthly reporting template;
- j) Annex F, DND 1615 Pre-authorization vision (eye) care-Program 14;
- k) Annex G, Mandatory technical evaluation criteria;
- l) Annex H, Selection of frames;
- m) the Offeror's offer dated _____ .

7.11 Certifications

7.11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO).

Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.12 SACC Manual Clauses

M3060C 2008-05-12 Canadian content certification

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory*).

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2029 (2015-09-03), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be made within **48 hours** from receipt of a call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid *firm prices as specified in Annex B- Basis of payment for a total cost of \$ _____ (to be inserted at the issue of the Standing offer)*. Customs duties are _____ (*insert "included", "excluded" OR "subject to exemption"*).

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

7.4.2 SACC Manual Clauses

H1001C 2008-05-12 Multiple payments

7.4.3 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.5 Insurance Requirements

Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.6 SACC Manual Clauses

B7500C 2006-06-16 Excess Goods

ANNEX "A"

STATEMENT OF REQUIREMENT

SCOPE

Purpose:

The Department of National Defence requires a regional individual standing offer for optical services for the Canadian Forces Leadership and Recruit School, Canadian Forces authorized personnel and civilian eligible personnel.

Context:

The regional individual standing offer will be set up and used for recruits who are enrolled and whose "Basic Military Qualification" (BMQ) training, which lasts for 12 weeks in residence at St-Jean Garrison, does not allow them to leave the Leadership and Recruit School.

1. REQUIREMENTS

NEED

Provide eligible Canadian Forces (CF) personnel, either at the Leadership and Recruit School or other authorized military personnel and civilians, on an if and when needed basis, with a wide variety of eyewear and optical services including, among other things, prescription glasses, maintaining, adjusting and repairing glasses, etc.

All orders for lenses and ballistic eyewear will be through issuance of a signed DND 1615 form (Annex F), which will be provided directly by the CF member to the Offeror. Benefit code 602100, for single vision, and benefit code 602099, for flat top bifocals, are to be used on the form. DND 1615 will be the only authorization form accepted for transactions.

Provision of eyewear and optical services should be available "on site" and/or "off site."

A. "On-site" service means a location within the DND base site that the Offeror can or will use for displaying frames and providing services. Service hours may vary. From 07:00 in the morning to up to 22:00 at night from Monday to Friday. On weekends, 07:00 to 16:00 could be required.

B. "Off-site" means a location where services are provided outside the Department of National Defence base, St-Jean Garrison, 41 Canadian Forces Health Services Centre (medical clinic) from which the Offeror must use to display frames and provide services, and which must be within 20 minutes by car, calculated from the gate at the main entrance of the base whilst obeying all traffic signals and speed limits during the trip, except in adverse weather conditions. The days and hours of service will be normal business hours at that location. The facility must be a recognizable point of service like any other optician's store.

2. FRAMES

- All frames ordered in accordance with Annex H - Frame Selection must be dispensed with a rigid case and have a one-year warranty.

- All frames must meet the criteria set out in articles H, D and E below and be suitable for wearing with a military uniform. Frames indicated in Annex H cannot be repeated with the same model in a different colour.
 - The following paragraphs describe the different frames and the quantities set out in Annex H.
- a. Frames 1 and 2 (safety frames) must meet CSA standards and have Z 94.3 engraved on the frame or have a manufacturer's certification that they are safety glasses that meet CSA standards. If side shields are required, they must be riveted both for display and delivery to members.
1. Frame #1 is a metal model.
 2. Frame #2 is a plastic model.
- Frames 3 and 4 (frames for men and women):
3. Frame 3: model for men size 54-56 (plastic or metal or flexible)
 4. Frame 4: model for women size 50-52 (plastic or metal or flexible)
- Frames 5 to 21 (unisex frames). Plastic, metal or flexible frames. Flexible frames are frames that can be bent in all directions and come back to their original shape. Frames must come in various sizes. Frames 22 to 25 are at the Offeror's discretion between plastic or metal or flexible.
5. Frames 5 to 6: Rectangular or square plastic frames with regular screw or spring hinges
 6. Frames 7 to 8: Rectangular or square flexible frames with regular screw or spring hinges
 7. Frames 9 to 10: Rectangular or square metal frames with spring hinges
 8. Frames 11 to 12: Round or oval plastic frames with regular screw or spring hinges
 9. Frames 13 to 14: Round or oval flexible frames with regular screw or spring hinges
 10. Frames 15 to 16: Round or oval metal frames with regular screw or spring hinges
 11. Frames 17 to 21: Semi-rimless frames ,metal or plastic ,with regular screw or spring hinges
 12. Frames 22 to 23: frames for men (Offeror's discretion between plastic or metal or flexible)
 13. Frames 24 to 25: frames for women (Offeror's discretion between plastic or metal or flexible)
- b. **The following are not acceptable:**
- Bright colours (such as red, orange, neon colours or multi-coloured frames)
Glitter eyeglass frames
Frames other than round and oval, square or rectangular (multi-shaped)
- c. Within the selection of frames, in terms of size and shape, all lens designs must be accommodated. The frames' sizes must fit adults with pupillary distances ranging from 52 to 74 mm. Frames must be easily adjustable to any face shape and retain their adjustment. If a member cannot find a frame because of his or her face (physical shape, injury or other reason), the contractor must make every effort to find a suitable frame for the member as far as possible while remaining within the standing order.
- d. Replaceable parts, such as nose pads, temples and temple tips, must be readily available from the Offeror's stock for frames in the selection at no cost. For all frames provided, a minimum of one (1) year warranty is specified in the General conditions of the contract. Frames bought by DND or a CF member must be adjusted at no additional cost.

2.1 DISPLAY OF FRAMES

All frames must be available and numbered at all times in accordance with Annex H, when they are displayed to CF members in cases at the on-site and off-site facilities. No reduction in the selection agreed to in this agreement will be tolerated.

3. LENSES

Lenses must be delivered and inserted into a frame at no additional cost to the identified users.

4. LENSES - STANDARD AND DELIVERY TIME

All lenses must be made of CR-39 plastic. All bifocal lenses ordered under code 604144, 604146, and 602099 must be flat top 28. Prescription glasses with two-sided coating must be delivered to CF members within seven calendar days of receipt of the order. If delivery cannot be met within the time frame indicated, the Offeror must inform the CF member directly, by telephone, 48 hours before the delivery date about the delay and the expected date of delivery.

4.1 In the case of a surge in demand for lenses, delivery time will be negotiated between the DND Site Authority and the Offeror (see Article 16 below).

5. DIGITAL PROGRESSIVE LENSES

The Offeror must indicate two (2) choices for **digital** progressive lenses, when completing Annex B, in multi-design suitable for large frames designated in the specifications as long corridor (18 mm and over) and progressive lenses in multi-design suitable for small frames designated in the specifications as short corridor (15 to 17 mm). Non-digital, mono-design, hard progressive lenses will not be accepted. Data sheets must be provided, as well as lens markings and logos.

5.1 CF members will have from thirty (30) to sixty (60) calendar days to try the progressive lenses. If a member is not able to adjust, he or she may a) go back to the medical clinic for assessment and advice or b) return the lenses to the Offeror for another set of progressive lenses free of charge.

6. HIGH INDEX LENSES

High index lenses will be made only of CR-39 plastic and a certification card will be given to the member. They will have an index of refraction of 1.6 mm, 1.67 mm or 1.74 mm, according to the prescription below:

- For corrections with spherical equivalent of -6.00 to -7.75 (negative cylinder) and +5.00 to +5.75, an index of refraction of 1.6 must be used;
- For corrections with spherical equivalent of -8.00 to -9.75 (negative cylinder) and +6.00 to +7.75, an index of refraction of 1.67 must be used;
- For corrections with spherical equivalent of -10.00 and over (negative cylinder), and +8.00 and over, an index of refraction of 1.74 must be used.

7. LENSES (SAFETY)

Lenses for safety frames must comply with the current Canadian Standards Association (CSA) standards for Industrial Eye & Face Protectors at no additional cost to DND or to the member.

8. LENSES (BALLISTIC)

All lenses for ballistic protection frames must be made of polycarbonate and have a scratch-resistant coating on both sides. No additional costs such as prism, coating or additional treatment will be accepted. The Offeror must use the modification table provided by the DND Site Authority, at the time of standing offer award, to modify all prescriptions for ballistic eyewear inserts.

Procedures to be followed by offerors:

- The CF member will be responsible for bringing the ballistic protection frame to the Offeror for which polycarbonate lenses are to be provided.
- Only single distance vision or flat top bifocals will be used for ballistic protection glasses. Progressive lenses and reading lenses will not be offered.
- Only polycarbonate lenses with scratch-resistant coating will be used for ballistic protection glasses. CR-39 plastic must not be used.

The Offeror must then perform an Rx modification on the Rx which is then to be recorded on the DND 1615 form. The Offeror must use the modification table "Correction for Lens Rotation in Safety Inserts," which has been provided to the Offeror.

- The Offeror must indicate the new, modified Rx and interpupillary distance on the 1615 form in the comments section so that the modified Rx is used for lenses for ballistic protection glasses.
- The inserts must not be modified. Either they fit the member or they do not.
- Breakage of inserts. These lenses should not break, although some breakage of the insert itself may occur. In this case, the Offeror is to transfer the lenses into a new insert at no additional cost to DND or to the CF member. The Offeror must return the broken insert to the CF member to enable DND to monitor the quality of this piece of kit.

9. COATINGS

Anti-reflective and scratch-resistant coatings will be applied to all simple, bifocal, progressive and high index lenses, at no additional cost to DND or the member.

Tints in colored grey neutral with a minimum of fifteen percent (15%) light transmission. No transition lenses are accepted.

Warranty for coatings and tints on all lenses must be offered for a minimum of two (2) years to cover manufacturing defects or normal use.

10. REPLACEMENT OF APPROVED FRAMES

Should any of the frames identified in Annex H become obsolete, the Offeror must submit to the Technical Authority a selection of replacement frames. The replacement frames offered must be of similar or better quality as the frame that has become obsolete and approval must be obtained from the DND Technical Authority prior to it being offered to CF members. The Technical Authority may delegate authority for approval of frames replacement to the DND Site Authority.

11. BACK-ORDER OF APPROVED FRAMES

Should an approved frame in Annex H become back-ordered for more than ten (10) business days, the Offeror must notify the Technical Authority for further instructions. The DND Technical Authority may authorize the removal of the back-ordered frame from the approved selection of frames for an extended period of time or may request the Offeror to provide a replacement frame.

12. FRAME REPAIRS

The Offeror must make every effort to repair an existing frame, even if the Offeror did not originally supply the frame. Repairs shall be completed and the eyewear returned to the CF member within ten (10) business days. If repair is not possible within that time frame, the Offeror must notify the CF member immediately to advise them of the delay and the expected time of delivery. All repairs to frames are to be submitted on the Monthly Report, attached hereto as Annex E.

Note. The Offeror will replace nose pads and screws, if required, at no cost.

13. REPAIR COSTS

Repairs will be made free of charge, unless the breakage is caused by the member's negligence. If so, the pricing schedule is in Annex B- Basis of payment.

14. UPGRADE

- No upgrades are allowed for recruits and service on the base.
- **No upgrade or excluded product will be offered at St-Jean base.**
- Frames and lenses that do not comply with the restrictions in para 15. A DND member who still wants to have an upgrade or extra in accordance with the list in para 15, must pay the full cost of the frame and lenses. The items listed in Article 15 "EXCLUDED PRODUCTS" must not be offered to CF members as upgrades.

15. EXCLUDED PRODUCTS

The following optical frames and lenses shall not be offered under the Standing Offer to CF members as upgrades:

- a) Non-prescription sunglasses;
- b) Transition lenses;
- c) Lenses made of glass;

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- d) Reading glasses to be used over self-purchased contact lenses;
- e) Sport frames;
- f) Clip-on sunglasses in lieu of prescription sunglasses; and
- g) Prescriptions other than prescribed on "DND 1615 Pre-authorization Vision (Eye) Care - Program 14 (Annex F).

16. ADDITIONAL WORK

Upon a minimum of three (3) business days advance written notice from the Site Authority or Technical Authority, the Offeror shall, at no additional cost, augment existing services by providing additional qualified optician(s) and/or additional hours of service to meet an anticipated increase in demand. Optical services shall be sufficiently augmented to meet the anticipated need for an increased volume of services within a limited period of time (surge in demand) and shall be mutually agreed upon by the Site Authority and the Offeror.

ANNEX "B"

BASIS OF PAYMENT

LOCATION OF THE DEPARTMENT OF NATIONAL DEFENCE SITE - The Department of National Defence , St. Jean (41 C Svc S CF)

- A. For the lenses, the proposed prices contain two lenses and their insertion into the frame provided by the member or the Offeror.

Item number	Benefit code	Description	<u>Initial period of the Standing offer</u> (from the date of the Standing Offer to September 30, 2016)	<u>Option period- Year 1</u> (from October 1, 2016 to September 30, 2017)	<u>Option period - Year 2</u> (from October 1, 2017 to September 30, 2018)	Provisions of quantity per year	
			Firm unit price (Unit of distribution= each (ea)/pair (pr))	Firm unit price (Unit of distribution= each (ea)/pair (pr))	Firm unit price (Unit of distribution= each (ea)/pair (pr))	Quantity	Total for 3 years
1	602210	Security frames 1 to 2	_____ \$/ ea	_____ \$/ea	_____ \$/ea	100	
2	602200	Frames 3 à 25 (Fixed price)	<u>75.00</u> \$/ea	<u>75.00</u> \$/ea	<u>75.00</u> \$/ea	2200	
3	602104	Regular lenses – Simple vision	_____ \$/pr	_____ \$/pr	_____ \$/pr	1200	
4	604144	Regular lenses - Bifocal	_____ \$/pr	_____ \$/pr	_____ \$/pr	50	
5	604144	Regular lenses – Trifocal Vocational	_____ \$/pr	_____ \$/pr	_____ \$/pr	2	
6	604140 /604146	High Index lenses 1.6 Simple and double vision	_____ \$/pr	_____ \$/pr	_____ \$/pr	250	
7	604140/604146	High Index lenses 1.67 Simple and double vision	_____ \$/pr	_____ \$/pr	_____ \$/pr	100	
8	604140 /604146	High Index lenses 1.74 Simple and double vision	_____ \$/pr	_____ \$/pr	_____ \$/pr	15	
9	604153	Progressive lenses Long corridor and short corridor	_____ \$/pr	_____ \$/pr	_____ \$/pr	500	
10	604157	Progressive lenses High index 1.6	_____ \$/pr	_____ \$/pr	_____ \$/pr	100	

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Item number	Benefit code	Description	Initial period of the Standing offer (from the date of the Standing Offer to September 30, 2016)	Option period- Year 1 (from October 1, 2016 to September 30, 2017)	Option period - Year 2 (from October 1, 2017 to September 30, 2018)	Provisions of quantity per year	
			Firm unit price (Unit of distribution= each (ea)/pair (pr))	Firm unit price (Unit of distribution= each (ea)/pair (pr))	Firm unit price (Unit of distribution= each (ea)/pair (pr))	Quantity	Total for 3 years
11	604157	Progressive lenses - High index 1.67	_____ \$/pr	_____ \$/pr	_____ \$/pr	50	
12	604157	Progressive lenses- High index 1.74	_____ \$/pr	_____ \$/pr	_____ \$/pr	10	
13	602100	Polycarbonate lenses – Simple vision for ballistic	_____ \$/pr	_____ \$/pr	_____ \$/pr	2100	
14	602099	Polycarbonate lenses – Bifocal for ballistic	_____ \$/pr	_____ \$/pr	_____ \$/pr	20	
15	604148	Regular lenses for inserts (FFD) (Same price as under code 602104)	_____ \$/pr	_____ \$/pr	_____ \$/pr	100	
16	602175	Lens tint	_____ \$/pr	_____ \$/pr	_____ \$/pr	25	
						Grand total :	

B. Frame repairs

Item number	Benefit code	Parts to be repaired	Cost of replacement parts				Total for 3 years
			Initial period of Standing offer (Date of Standing offer to September 30, 2016)	Option period - Year 1 (From October 1, 2016 to September 30, 2017)	Option period – Year 2 (From October 1, 2017 to September 30, 2018)	Provisions of quantity per year	
			Firm unit price (Unit of distribution= each(ea))	Firm unit price (Unit of distribution= each(ea))	Firm unit price (Unit of distribution= each(ea))	Quantity	
17	600217	Replace Temple	_____ \$/ea	_____ \$/ea	_____ \$/ea	100	
						Grand total :	

Total of A + B for the 3 years: _____ \$

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ANNEX "C"


SECURITY REQUIREMENTS CHECK LIST

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JUN 01 2015

 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
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Security Classification / Classification de sécurité
SA

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine MINISTÈRE DÉFENSE NATIONALE		2. Branch or Directorate / Direction générale ou Direction SERVICES TECHNIQUES APPROVISIONNEMENT				
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant				
4. Brief Description of Work - Brève description du travail Contrat de Services d'Optique/41ième Centre des Services de santé des forces canadiennes, Garnison st-Jean, St-Jean sur Richelieu, QC						
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui				
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui				
6. Indicate the type of access required - Indiquer le type d'accès requis						
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui				
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> Yes / Oui				
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui				
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès						
<table border="1"><tr><td>Canada <input type="checkbox"/></td><td>NATO / OTAN <input type="checkbox"/></td><td>Foreign / Étranger <input type="checkbox"/></td></tr></table>				Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>				
7. b) Release restrictions / Restrictions relatives à la diffusion						
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>				
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>				
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:				
7. c) Level of information / Niveau d'information						
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>				
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>				
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>				
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>				
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>				
TOP SECRET TRÈS SECRET <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>				
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>				
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>				
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>				
		SECRET SECRET <input type="checkbox"/>				
		TOP SECRET TRÈS SECRET <input type="checkbox"/>				
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				

TBS/SCT 350-103 (2004/12)


Security Classification / Classification de sécurité
SA

Canada

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MTA309
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 Government of Canada Gouvernement du Canada	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Contract Number / Numéro du contrat W3380-14-K029</div> <div style="border: 1px solid black; padding: 5px;">Security Classification / Classification de sécurité</div>
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel: ☒ No ☐ Yes
Non Oui
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux: _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

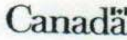
PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

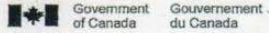
TBS/SCT 350-103 (2004/12)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Security Classification / Classification de sécurité</div>	
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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret	
											A	B	C				
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité ».
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "D"

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insured's: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract

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ANNEX 'E'

MONTHLY REPORTING TEMPLATE

STANDING OFFER MONTHLY REPORT FOR THE MONTH OF :					
OFFEROR'S NAME AND ADDRESS:					
Standing Offer no.		DND Base Site Authority at St Jean Garrison	Start date of the Standing Offer		End date of the Standing Offer
W3380-14K029/A			Date:		Date:
BENEFIT CODE	DESCRIPTION	NUMBER OF CALL-UPS RECEIVED FOR THIS PERIOD	DOLLAR VALUE FOR THIS PERIOD	NUMBER OF CALL-UPS SINCE THE START OF THE STANDING OFFER	DOLLAR VALUE SINCE THE START OF THE STANDING OFFER
602210	Safety frames 1 to 2				
602200	Frames 3 à 25				
602104	Regular lenses – simple vision				
604144	Regular lenses - bifocal				
604144	Regular lenses - trifocal				
604140	High index 1.6 simple vision				
604140	High index 1.67 simple vision				
604140	High index 1.74 simple vision				
604146	High index 1.6 Bifocal				
604146	High index 1.67 Bifocal				
604146	High index 1.6 Trifocal				
604153	Progressive lenses . Long corridor and short corridor				
604157	High index progressive lenses 1,6				
604157	High index progressive lenses 1,67				
604157	High index progressive lenses 1,74				
602100	Polycarbonate lenses – simple vision for ballistic				
602099	Polycarbonate lenses – bifocal for ballistic				
604148	Regular lenses for inserts (FFD)				
602175	Lens tint				


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ANNEX "F"

DND 1615 PRE-AUTHORIZATION VISION (EYE) CARE – PROGRAM 14

 National Défense nationale		PROTÉGÉ A (When completed) - PROTÉGÉ A (Une fois rempli)	
Pre-authorization Vision (Eye) Care - Program 14 Pré-autorisation soins de la vue (yeux) - Programme 14			
Health Care Center - Centre de soins de santé		Provider - Fournisseur	
Name and address - Nom et adresse :		Name and address - Nom et adresse :	
Telephone - Téléphone :		Telephone - Téléphone :	
Request no. - N° de la demande		FHQPS provider no. - N° du fournisseur SFTDSS	
Member - Membre		Member - Membre	
Name - Nom		Initials - Initiales	
Health care number - Numéro de carte de santé		Unit - Unité	
Email - Courriel		Email - Courriel	
Claim Information - Renseignements réclamation			
Baseball code Code d'avantage	Quantity Quantité	Baseball code Code d'avantage	Quantity Quantité
602200 Frame Monture		600217 Repair Réparation	
602210 Safety frame Monture de sécurité		602099 Lenses ballistic bifocals Lentilles ballistiques double foyer	
602104 Lenses single vision Lentilles simple vision		604157 Progressive high index Progressive haute densité	
604144 Lenses bifocals Lentilles double-foyer		602100 Lenses ballistic Lentilles ballistiques	
604140 Single vision high index Simple vision haute densité		604148 Lenses for respirator glasses Lentilles pour lunettes pour respirateur	
604146 Double-foyer haute densité		604153 Progressive Progressive	
		602175 Tint Teinté	
Sph	Cyl	Axis - Axe	Prism(e)
R / D		Add	Base
L / G			PD - DI
Provider's additional comments - Commentaires additionnels du fournisseur			
Date of service - Date de service:			
Frame # 1 model number - Numéro du modèle de la monture # 1			
Discount % - % de rabais			
Advertised price - Prix annoncé			
Warranty period - Période de garantie			
Modified prescription for the BEW - Prescription modifiée pour le ballistique			
Sph	Cyl	Axis - Axe	Prism(e)
R / D		Add	Base
L / G			PD - DI
Provider invoice number - Numéro de facture du fournisseur :			
Provider's signature - Signature du fournisseur			
Date			
Signature			
Date			
I, the member, hereby certify that the above benefits have been rendered and that any information relating to these benefits, as well as copies and supporting documentation of this information, may be obtained by Third Party Claims Administrator on behalf of VAC or the CF. / Je, le membre, certifie par la présente que les avantages ci-dessus ont été rendus et que toute information relative à ces avantages ainsi que les photocopies et la documentation associées à l'information peuvent être obtenues par l'administrateur de la revendication d'un tiers, au nom d'ACC ou des FC.			
I, the Health Care Provider, agree to return the required health information to the appropriate address listed in Appendix 1 of the Provider Information Kit and that rates charges will be in accordance with the current contract. / Je, le fournisseur de soins de santé, conviens de retourner les renseignements sur la santé requis à l'adresse pertinente figurant à l'annexe 1 de la trousse à l'intention des fournisseurs et que le prix de la facture sera en conformité avec le contrat.			
Member's signature - Signature du militaire			
Date			
Signature			
Date			
DND 1615 (04-2014) 7530-21-508-1838			
Design: Forms Management 613-998-5944			
Conception: Gestion des formulaires 613-947-8944			
COPY 1 - THIRD PARTY CLAIMS ADMINISTRATOR COPIE 1 - ADMINISTRATEUR DE LA REVENDICATION D'UN TIERS			
PROTÉGÉ A (When completed) - PROTÉGÉ A (Une fois rempli)			

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PROTECTED A (When completed) - PROTÉGÉ A (Une fois rempli)			
Pre-authorization Vision (Eye) Care - Program 14 Pré-autorisation soins de la vue (yeux) - Programme 14			
Health Care Center - Centre de soins de santé			
Name and address - Nom et adresse	Provider - Fournisseur		
Telephone - Téléphone	Telephone - Téléphone		
Request no. - N° de la demande	HCPCS provider no. - N° du fournisseur SFTDSS		
Member - Membre			
Name - Nom	Initials - Initiales		
Health care number - Numéro de carte de santé	Unit - Unité		
Claim Information - Renseignements réclamation			
Benefit code Code d'avantage	Benefit code Code d'avantage	Quantity Quantité	Cost to DUS Coût au DDN
602200 Frame Monture	800217 Repair Réparation		
602210 Safety frame Monture de sécurité	802099 Lenses ballistic bifocals Lentilles ballistiques double foyer		
602104 Lenses single vision Lentilles simple vision	804157 Progressive high index Lentilles progressives à haut indice		
604144 Lenses bifocals Lentilles bifocales	802100 Lenses ballistic Lentilles ballistiques		
604140 Single vision high index Simple vision haute densité	804148 Lenses for respirator glasses Lentilles pour lunettes pour respirateur		
604146 Single vision high index Double-foyer haute densité	804153 Progressive Progressif		
	802175 Tint Teinte		
R / D	Sph	Cyl	Axis - Axe
L / G			Add
			Prism(e)
			Base
			PD - DI
Provider's additional comments - Commentaires additionnels du fournisseur			
Date of service - Date de service:			
Frame # 1 model number - Numéro du modèle de la monture # 1			
Frame # 2 model number - Numéro du modèle de la monture # 2			
Discount % - % de rabais			
Advertised price - Prix annoncé			
Warranty period - Période de garantie			
Modified prescription for the BEV - Prescription modifiée pour le balistique			
R / D	Sph	Cyl	Axis - Axe
L / G			Add
			Prism(e)
			Base
			PD - DI
Provider invoice number - Numéro de facture du fournisseur			
Certified pursuant to Section 34 of the Financial Administration Act Certifié conformément à l'article 34 de la Loi sur la gestion des finances publiques			
Name - Nom			
Signature			
Date			
I, the member, hereby certify that the above benefits have been rendered and that any information relating to these benefits, as well as copies and supporting documentation of this information, may be obtained by Third Party Claims Administrator on behalf of VAC or the CF. Je, le membre, certifie par la présente que les avantages ci-dessus ont été rendus et que toute l'information relative à ces avantages ainsi que les photocopies et la documentation associées à l'information peuvent être obtenues par l'Administrateur d'un tiers, au nom d'ACC ou des FC.			
Member's signature - Signature du membre			
Date			
I, the Health Care Provider, agree to return the required health information to the appropriate address listed in Appendix 1 of the Provider Information Kit and that any charges will be in accordance with the current contract. Je, le fournisseur de soins de santé, accepte de retourner les renseignements sur la santé requis à l'adresse pertinente figurant à l'annexe 1 de la trousse à l'intention des fournisseurs et que le prix de la facture sera en conformité avec le contrat.			
Member's signature - Signature du fournisseur			
Date			
DND 1615 (04-2014) 7530-21-905-1538 Design: Form Management 613-966-9644 Conception: Gestion des formulaires 613-947-9644			
PROTECTED A (When completed) - PROTÉGÉ A (Une fois rempli)			
COPY 2 - CF 2034 COPIE 2 - CF 2034			
Canada			

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 National Defence Défense nationale		PROTECTED A (When completed) - PROTÉGÉ A (Une fois rempli)			
Pre-authorization Vision (Eye) Care - Program 14 Pré-autorisation soins de la vue (yeux) - Programme 14		Provider - Fournisseur			
Health Care Center - Centre de soins de santé		Name and address - Nom et adresse :			
Telephone - Téléphone :		Telephone - Téléphone :			
Request no. - N° de la demande		FHPCS provider no. - N° du fournisseur SFTDSS			
Name - Nom		Member - Membre			
Health care number - Numéro de carte de santé		Initials - Initiales			
Unit - Unité		Rank - Grade			
Email - Courriel		Telephone - Téléphone			
Claim Information - Renseignements réclamation					
Benefit code Code d'avantage	Quantity Quantité	Cost to DND Coût au DND	Benefit code Code d'avantage	Quantity Quantité	Cost to FND Coût au FND
602200 Frames Monture		600217 Repair Réparation			
602210 Safety frame Monture de sécurité		602099 Lenses ballistic bifocals Lentilles ballistiques double foyer			
602104 Lenses single vision Lentilles vision simple		604157 Progressive high index Progressive haute densité			
604144 Lenses double-foyer Lentilles ballistiques		602100 Lenses ballistic Lentilles ballistiques			
604140 Single vision high index Simple vision haute densité		604148 Lenses for respirator glasses Lentilles pour lunettes pour respirateur			
604146 Bifocal high index Bifocale-haute densité		604153 Progressive Progressive			
		602175 Tint Teinte			
R / D	Sph	Cyl	Axis - Axe	Add	Prism(e)
L / G				Base	PD - DI
Provider's additional comments - Commentaires additionnels du fournisseur					
Date of service - Date de service:					
Frame # 1 model number - Numéro du modèle de la monture # 1					
Discount % - % de rabais					
Advertised price - Prix annoncé					
Warranty period - Période de garantie					
Modified prescription for the BEW - Prescription modifiée pour le ballistique					
R / D	Sph	Cyl	Axis - Axe	Add	Prism(e)
L / G				Base	PD - DI
Provider invoice number - Numéro de facture du fournisseur :					
Certified pursuant to Section 34 of the Financial Administration Act Certifié conformément à l'article 34 de la Loi sur la gestion des finances publiques					
Name - Nom					
Position - Poste					
Signature					
Date					
I, the member, hereby certify that the above benefits have been rendered and that any information relating to these benefits, as well as copies and supporting documentation of this information, may be obtained by Third Party Claims Administrator on behalf of VAC or the CF. Je, le membre, certifie par la présente que les avantages ci-dessus ont été rendus et que toute information relative à ces avantages ainsi que les photocopies et la documentation associées à l'information peuvent être obtenues par l'Administrateur de la revendication d'un tiers, au nom d'AVCC ou des FC.					
Member's Signature - Signature du militaire					
Date					
I, the Health Care Provider, agree to return the required health information to the appropriate address listed in Appendix 1 of the Provider Information Kit and that such charges will be in accordance with the current contract. Je, le fournisseur de soins de santé, accepte de retourner les renseignements sur la santé requis à l'adresse pertinente figurant à l'annexe 1 de la trousse à l'intention des fournisseurs et que le prix de la facture sera en conformité avec le contrat.					
Member's Signature - Signature du fournisseur					
Date					
DND 1615 (04-2014) 7530-21-908-1638 Design: Forms Management 613-995-0944 Conception: Gestion des formulaires 613-947-4944					
COPY 3 - FOURNISSEUR COPIE 3 - FOURNISSEUR					
PROTECTED A (When completed) - PROTÉGÉ A (Une fois rempli)					

Canada

Solicitation No. - N° de l'invitation
W3380-14K029/B
Client Ref. No. - N° de réf. du client
W3380-14K029

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA 4-37394

Buyer ID - Id de l'acheteur
MTA309
CCC No./N° CCC - FMS No./N° VME

PROTECTED A (When completed) - PROTÉGÉ A (Une fois rempli)	
National Defence Défense nationale	
Pre-authorization Vision (Eye) Care - Program 14 Pré-autorisation soins de la vue (yeux) - Programme 14	
Health Care Center - Centre de soins de santé	
Provider - Fournisseur	
Name and address - Nom et adresse :	
Telephone - Téléphone :	
Request no. - N° de la demande	
FHCPS provider no. - N° du fournisseur SFTDSS	
Member - Membre	
Name - Nom	
Initials - Initiales	
Rank - Grade	
Health care number - Numéro de carte de santé	
Unit - Unité	
Email - Courriel	
Telephone - Téléphone	
Claim Information - Renseignements réclamation	
Benefit code Code d'avantage	
Quantity Quantité	
Cost to DND Coût au DDN	
Benefit code Code d'avantage	
Quantity Quantité	
Cost to DND Coût au DDN	
602200 Eye Monocle	
602210 Safety frame Monture de sécurité	
602104 Lenses single vision Lentilles vision simple	
604144 Lenses double-foyer Lentilles double-foyer	
604140 Single vision high index Single vision haute densité	
604146 Bifocal high index Double-foyer haute densité	
602177 Tints Teintés	
Sph	
Cyl	
Axis - Axe	
Add	
Prismic	
Base	
PD - DI	
R / D	
L / G	
Provider's additional comments - Commentaires additionnels du fournisseur	
Date of service - Date de service :	
Frame # 1 model number - Numéro du modèle de la monture # 1	
Frame # 2 model number - Numéro du modèle de la monture # 2	
Discount % - % de rabais	
Advertised price - Prix annoncé	
Warranty period - Période de garantie	
Modified prescription for the BEW - Prescription modifiée pour le balistique	
Sph	
Cyl	
Axis - Axe	
Add	
Prismic	
Base	
PD - DI	
R / D	
L / G	
Provider invoice number - Numéro de facture du fournisseur :	
Entièrement vérifié / Pre-authorization Admissibilité vérifiée / Pré-autorisation	
Certified pursuant to Section 34 of the Financial Administration Act Certifié conformément à l'article 34 de la Loi sur la gestion des finances publiques	
Name - Nom	
Signature	
Date	
Position - Poste	
I, the member, hereby certify that the above benefits have been rendered and that any information relating to these benefits, as well as copies and supporting documentation of this information, may be obtained by Third Party Claims Administrator on behalf of VAC or the CF. Moi, le fournisseur de soins de santé, certifie que les avantages ci-dessus ont été rendus et que les renseignements relatifs à ces avantages ainsi que les photocopies et la documentation associées à l'information peuvent être obtenues par l'Administrateur des réclamations de tiers, au nom de VAC ou des FC.	
Member's signature - Signature du membre	
Date	
I, the Health Care Provider, agree to return the required health information to the appropriate address listed in Appendix 1 of the Provider Information Kit and that any changes will be in accordance with the current contract. Moi, le fournisseur de soins de santé, consens à retourner les renseignements sur la santé requis à l'adresse pertinente figurant à l'annexe 1 de la trousse à l'intention des fournisseurs et que le prix de la facture sera en conformité avec le contrat.	
Member's signature - Signature du fournisseur	
Date	
DND 1615 (04-2014) 7550-21-030-1638 Contrat de services de soins de santé Conception : Gestion des formulaires 013-047-0944	
COPY 4 - UNIT COPIE 4 - UNITÉ	
PROTECTED A (When completed) - PROTÉGÉ A (Une fois rempli)	
Canada	

ANNEX "G"

MANDATORY TECHNICAL EVALUATION CRITERIA

Notice to offerors:

IMPORTANT

The information that appears in this evaluation grid must be submitted at the closing date and hour of this invitation.

Failure to complete the requirement information will render the offer non responsive.

Mandatory criteria		Page number of your offer	Supporting documentation with your offer
a	The offeror must be certified by a professional association (Opticians or optometrists of Quebec)		A letter or certification from the order of optometrists or opticians must be provided with a certification date no more than 60 days prior to the offer and the original must be included with the offer. <i>The offerer must submit this information in detail with their offer using separate papers, since this space in this block is limited.</i>
b	<p><u>Organizational experience</u></p> <p>The offeror must submit a list of all subcontractors proposed to provide the services. They must be either:</p> <p>a. a registered optician who holds and maintains an active licence with no restrictions to practise their profession in Quebec.</p> <p>or</p> <p>b. An optometrist who holds and maintains an active licence with no restrictions to practise their profession in Quebec.</p>		<p>To demonstrate that they meet this requirement, the Offeror must provide the following information when the bid is closed for each optician/optometrist at a St-Jean base/detachment.</p> <p><u>For Accreditation</u></p> <p>A. <u>Optician</u></p> <p>Provide a letter dated no later than six months from bid closing from the provincial opticians' professional association indicating:</p> <p>i) that the member is a member in good standing; and</p> <p>ii) the certificate number and expiry date.</p> <p><i>After the Standing offer has been issued, a new letter with the same information from the provincial opticians' professional association must be sent within one (1) week of written notice, from the PWGSC's Contracting officer, for each option year.</i></p>

			<p>OR</p> <p>B. <u>Optometrist</u></p> <p>Provide a letter dated no more than six months from bid closing from the optometrist's provincial professional association indicating:</p> <p>i) That the member is a member in good standing; and</p> <p>ii) The certificate number and expiry date.</p> <p><i>After the Standing offer has been issued, a new letter with the same information from the provincial optometrists' professional association must be sent within one (1) week of written notice, from the PWGSC's Contracting officer, for each option year.</i></p> <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i></p>
c	<p>The Offeror must have actively practised their profession and provided dispensing and prescription optical services on a permanent basis, for two years preceding the bid closing date. The location where services are provided outside the DND St. Jean Garrison base must be within 20 minutes by car, calculated from the gate at the main entrance to the base and while obeying all traffic signals and speed limits during the trip, except in adverse weather conditions. These services must be similar to the work described in the Statement of requirement at Annex A.</p>		<p>In order to demonstrate that the Offeror meets this requirement, the offer must provide as a minimum, the following information:</p> <ul style="list-style-type: none"> i. The date of incorporation (month/year), if applicable; ii. The location where services are being provided; iii. Indicate if the services offered are/were optical services with prescription or of similar nature. <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i></p>
d	<p><u>Frames</u></p> <p>The offeror's technical bid must describe:</p>		<p><i>In order to demonstrate that the offeror satisfies this requirement, the offeror must:</i></p>

	A detailed work plan for carrying out the work in Annex A – Statement of requirement.		<p><i>Present a work plan that describes their proposed delivery method, planned steps and tasks related to the following:</i></p> <p>The method used to display frames 'on site' and 'off site' upon request;</p> <p>The process to be taken for tasks, for normal requests, as outlined at Annex A – Statement of requirement, will be handled in order to meet the delivery requirements;</p> <p>The expected turnaround times for receiving replacement frames;</p> <p>The corrective action taken if delays in obtaining the prescribed eyewear are encountered;</p> <p>The process to be taken for tasks described at Annex A – Statement of requirement, in case sudden increases in the requirement occur and how delivery requirements will be addressed.</p> <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i></p>
e	The offeror must submit the list of proposed frames according to Annex H - Selection of frames. They must also provide the frames without cost for two weeks for technical evaluation.		<p><i>The offeror must complete Annex H – Selection of frames. The proposed frames must meet the requirements listed at item no. 2 – Frames, of Annex A – Statement of requirement.</i></p> <p>Examples of the shapes of various frames are also identified at Annex A, item no. 2.</p>
f	<p><u>Regular lenses</u></p> <p>All lenses other than high index and ballistic lenses must be made of CR-39 (index of 1.49). They must include anti-reflective and scratch resistant coatings on both sides.</p>		<p>The offeror must certify that no other lens will be used for regular lenses.</p> <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited</i></p>
g	<p><u>Digital progressive lenses</u></p> <p>The Offeror must offer a choice of at least two DIGITAL progressive lenses for long corridor and two</p>		<p>The offer must indicate the brand of DIGITAL progressives for short and long corridor and provide a detailed description of the lenses offered. The technical</p>

	<p>DIGITAL progressive lenses for short corridor, for a minimum of 4:</p> <p>Contractors may choose from the following lenses: Confort 360 ,VX Physio 360, Biofit FF, Biofit, Definity 3, Biofit FFF, GT2 3D Wrap, GT 2 , Choice Plus, Sola HDV, Life Style, Nikon W, Zeiss individual progressive 2, RDL Persona Phd, RDL Persona, Signature HD, Authentik, BKS Technology, Balance Digital FP.</p> <p>Digital progressive lenses with inner side progressive suitable for large frames designated as long corridor (18 mm and over);</p> <p>Digital progressive lenses with progressive suitable for small frames designated as short corridor (15 to 17 mm).</p>		<p>specifications for the lenses must come from the manufacturer and stipulate that the lenses are multi-design.</p> <p>Note: Progressives other than multi-design will not be accepted.</p> <p>The lenses must have anti-reflective and scratch-resistant coating on both sides.</p> <p><i>The offerors must provide technical data sheets for each brand name digital progressive lens for long and short corridors.</i></p> <p>N.B. If the lenses are discontinued, please provide a manufacturer's letter which indicates the replacement model. The replacement models are subject to be approved by DND.</p>
h	<p><u>High index lenses</u></p> <p>The Offeror must be able to offer the requirements for high index lenses as identified under Article 6 of Annex A - Statement of requirement.</p> <p>If a high index order is made outside the criteria (i.e. a prescription less than -6.00 or less than +5.00), the offeror must provide a 1.6 at no additional cost and the price must be the same as the price of high index -6.00 to -7.75 or +5.00 to +5.75.</p>		<p>In order to demonstrate that the Offeror meets this requirement, the offeror must state that the high index lenses proposed are available in all of the following refraction sizes:</p> <p>For corrections -6.00 to -7.75 spherical equivalent, and from +5.00 to +5.75 (negative cylinder without spherical equivalent), an index of refraction of 1.6 must be used.</p> <p>For corrections -8.00 to -9.75 spherical equivalent and +6.00 to +7.75 (negative cylinder without spherical equivalent), an index of refraction of 1.67 must be used.</p> <p>For corrections over -10.00 spherical equivalent and over +8.00 (negative cylinder without spherical equivalent), an index of refraction of 1.74 must be used.</p> <p>The lenses must have anti-reflective and scratch-resistant coating on both sides. A certification card must be given to the member.</p>

			<i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i>
i.	<p><u>Safety lenses</u></p> <p>All lenses for safety frames provided by the Offeror must be in accordance with the current Canadian Standards Association (CSA) standards for Industrial Eye & Face protectors.</p>		<p>To demonstrate that the Offeror meets this requirement, the Offeror must include a certification that the safety lenses offered meet the current Canadian Standards Association (CSA) Standards for Industrial Eye & Face Protectors, i.e. CR-39 with a minimum central thickness of 3 mm.</p> <p>The lenses must have anti-reflective and scratch-resistant coatings on both sides.</p> <p><i>The offeror must submit a certification with their offer.</i></p>
j	<p><u>Lenses (Ballistic)</u></p> <p>The Offeror must ensure all lenses for ballistic inserts are made of polycarbonate material with a scratch-resistant coating.</p>		<p>In order to demonstrate that the Offeror meets this requirement, the offer must describe in detail the ballistic inserts being offered.</p> <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited</i></p>
k	<p><u>Coatings</u></p> <p>The following coatings must be provided:</p> <ol style="list-style-type: none"> 1. For all lenses—simple, bifocal, high index and digital progressive lenses—anti-reflective and scratch-resistant coatings on both sides (inner and outer) at no additional cost and with a warranty of at least two years for any manufacturing defect or normal use. 2. For polycarbonate ballistic lenses, scratch-resistant. 3. Tints in colored grey neutral with a minimum of fifteen percent (15%) light transmission. 		<p>In order to demonstrate that the Offeror meets this requirement, the offer must describe in detail the following:</p> <ol style="list-style-type: none"> 1. Anti-reflective coatings on both sides and scratch-resistant coatings will be applied to lenses at no additional cost and with a minimum two-year warranty; 2. Scratch-resistant coatings will be applied to polycarbonate lenses on both sides; 3. Only neutral grey tint with a minimum of fifteen percent (15%) light transmission will be used when colored lenses are requested. No substitute, photochromic or clip on will be authorized. <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i></p>

l	<p><u>Options</u></p> <p>No upgrade options will be offered</p>		<p><i>The Offeror must provide a written statement that no upgrade options will be offered.</i></p>
m	<p><u>Facility</u></p> <p>The Offeror must describe a facility in accordance with Annex A - Statement of requirement.</p> <p>A. For Off-Site Services</p> <p>The location of the facility for which off-site services are to be rendered accessible to members of the Canadian Forces (CF) and authorized civilians of the Department of National Defence (DND) must be within 20 minutes by car calculated from the gate at the main entrance to the DND St Jean Garrison base and while obeying all traffic signals and speed limits during the trip, except in adverse weather conditions.</p> <p>B. For On-Site Services</p> <p>A local will be provided to the Offeror.</p> <p>Written confirmation that the work schedule identified (day and times) in the offer can be met.</p> <p>The Offeror must provide their own equipment, for example lens meter, pupillometer, etc.</p> <p>Note: Once the standing offer has been issued, the Offeror will have up to two (2) weeks from its issuance date to get set up in the new location to provide the service.</p>		<p><i>The Offeror must provide a description of the facility being proposed for the St. Jean Garrison by addressing the following:</i></p> <p>A. For Off-Site Services</p> <p>The distance in minutes of the Offeror's facility from the DND St Jean Garrison base site.</p> <p>Location and name of the facility; Date the company opened for business;</p> <p>The facility's business days and hours: at least 9.00 to 17.00 , five days a week; The name, telephone number and fax number.</p> <p>B. For On-Site Services</p> <p>The Offeror must be able to perform the work in accordance with the work schedule for the DND St. Jean Garrison base site. (NB: Service hours may vary: From 07:00 in the morning up to 22:00 at night from Monday to Friday. On weekends, 07:00 to 16:00 could be required).</p> <p>The name, telephone number of the contact, if that information is different from paragraph A above.</p> <p>The Offeror or sub-contractor must be physically present on the days and during the times in accordance with the work schedule for the DND St. Jean Garrison base site.</p> <p>Note: The Offeror cannot use the space provided by National Defence for services to the civilian population.</p>

			<p>Only DND 1615 form (Annex F) must be used to provide services to a military member.</p> <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i></p>
n	<p><u>Provision of ongoing services</u></p> <p>The Offeror must have procedures to maintain uninterrupted services and respond to normal or sudden increase in demands.</p>		<p>The Offeror must describe its proven procedures to maintain uninterrupted services and respond to normal and sudden increase in demands.</p> <p>Extended hours of operations (before or beyond normal business hours).</p> <p>Weekend hours.</p> <p>Team made up exclusively of qualified opticians/optometrists with a valid licence.</p> <p>Replacement scheme during vacation and/or busy periods.</p> <p>Note: The Offeror must be able to provide 'on-site' and 'off-site' service at the same time.</p> <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i></p>
o	<p><u>Quality control</u></p> <p>The Offeror must have quality control processes and measures to ensure the quality requirements of the work as described at Annex A – Statement of requirement are met.</p>		<p>In order to meet this requirement, the Offeror is to provide details to demonstrate their quality control processes and measures. As a minimum, the following information must be addressed:</p> <p>Review to ensure prescriptions are accurately completed.</p> <p>One dedicated resource responsible for the coordination of all the work.</p> <p>Must ensure that no frames or lenses are out of stock.</p>

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MTA309
CCC No./N° CCC - FMS No./N° VME

			<p>Must agree to inventory audits, service quality surveys on services as a whole.</p> <p>It is very important that the contractor's personnel are provided with the basic instruments (lens meter, pupillometer, service records and computerized records, for example).</p> <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i></p>
p	<p>Provide two references for two different clients for which the offeror provided eye wear services and services for accessories in a regular manner during the <u>past 3 years</u> from the closing date of the tender.</p>		<p><i>The Offeror must complete the following sections mandatorily for a minimum of two (2) different clients :</i></p> <p>1. Name of client for a contract that was executed: Description of the mandate: Period of the mandate: From/to date. Name of the contact person at the client: Telephone number of the contact person at the client.</p> <p>2.Name of client for a contract that was executed: Description of the mandate: Period of the mandate: From/to date. Name of the contact person at the client. Telephone number of the contact person at the client.</p> <p>Note: The Crown reserves the right to check the references listed.</p> <p><i>The offeror must submit this information in details with their offer using separate sheets since the space in this block is limited.</i></p>

ANNEX "H" SELECTION OF FRAMES

To be completed by the Offeror

The information that figures in the tables 1,2, and 3 must be submitted at the closing date and hour of the invitation.

Failure to complete these tables will render the offer non responsive.

All frames ordered in accordance to this annex, must be dispensed with a rigid case and have a one year warranty.

All frames must meet the criteria set out in the attached Annexes H, E and F and be suitable for wearing with a military uniform. Frames indicated in Annex H cannot be repeated with the same model in a different colour.

The following paragraphs describe the different frames and the quantities set out in Annex B –Basis of Payment.

- a. Frames 1 and 2 (safety frames) must meet CSA standards and have Z94.3 engraved on the frame or have a manufacturer's certification that they are safety glasses that meet CSA standards. If side shields are required, they must be riveted both for display and delivery to members.

1. Frame # 1 is a metal model.
2. Frame # 2 is a plastic model.

1. FRAMES 1 AND 2 (SAFETY FRAMES)

(TO BE COMPLETED BY THE OFFEROR)

Frames	Name of the proposed frame	Plastic (P) Metal (M)
1		M
2		P

2. FRAMES 3 AND 4 – STANDARD FRAMES FOR MEN AND WOMEN

(TO BE COMPLETED BY THE OFFEROR)

Frames	Name of the proposed frame	Plastic (P) or Metal (M) or Flexible (F)	Type of frame	Gender	Size
3		P or	Standard	Men	54-56
		M or	Standard	Men	54-56
		F	Standard	Men	54-56
4		P or	Standard	Women	50-52
		M or	Standard	Women	50-52
		F	Standard	Women	50-52

3. FRAMES 5 à 25 – UNISEXE

(TO BE COMPLETED BY THE OFFEROR)

Frames	Name of proposed frame	Plastic (P) Metal (M) Flexible (F)	Frame type	Type of hinge Regular or Spring	Size
5		P	Rectangular or square	Regular or Spring	
6		P	Rectangular or square	Regular or Spring	
7		F	Rectangular or square	Regular or Spring	
8		F	Rectangular or square	Regular or Spring	
9		M	Rectangular or square	With spring	
10		M	Rectangular or square	With spring	
11		P	Round and oval	Regular or Spring	
12		P	Round and oval	Regular or Spring	
13		F	Round and oval	Regular or Spring	
14		F	Round and oval	Regular or Spring	
15		M	Round and oval	Regular or Spring	
16		M	Round and oval	Regular or Spring	
17		M or P	Semi-rimless	Regular or Spring	
18		M or P	Semi-rimless	Regular or Spring	
19		M or P	Semi-rimless	Regular or Spring	
20		M or P	Semi-rimless	Regular or Spring	
21		M or P	Semi-rimless	Regular or Spring	
22		M or P or F	Men	At offeror's discretion	
23		M or P or F	Men	At offeror's discretion	
24		M or P or F	Women	At offeror's discretion	
25		M or P or F	Women	At offeror's discretion	

The frames 5 to 21 (unisex frames). Plastic, metal or flexible frames. Flexible frames are frames that can be bent in all directions and come back to their original shape. Frames must come in various sizes. Frames 22 to 25 are at the Offeror's discretion.

1. Frames 5 to 6: Rectangular or square plastic frames with regular screw or spring hinges.
2. Frames 7 to 8: Rectangular or square flexible frames with regular screw or spring hinges.
3. Frames 9 to 10: Rectangular or square metal frames with spring hinges.
4. Frames 11 to 12: Round or oval plastic frames with regular screw or spring hinges.
5. Frames 13 to 14: Round or oval flexible frames with regular screw or spring hinges.
6. Frames 15 to 16: Round or oval metal frames with regular screw or spring hinges.
7. Frames 17 to 21: Semi-rimless frames metal or plastic with regular screw or spring hinges.

8. Frames 22 to 23: Frames for men (Offeror's discretion between plastic or metal or flexible).
9. Frames 24 to 25: Frames for women (Offeror's discretion between plastic or metal or flexible).

Important note:

- a. The following are not acceptable: Bright colours (such as red, orange, neon colours or multi-coloured frames); Glitter eyeglass frames and Frames other than round and oval, square or rectangular (multi-shaped).
- b. Within the selection of frames, in terms of size and shape, all lens designs must be accommodated. The frames' sizes must fit adults with papillary distances ranging from 52 to 74 mm. Frames must be easily adjustable to any face shape and retain their adjustment. If a member cannot find a frame because of his or her face (physical shape, injury or other reason), the offeror must make every effort to find a suitable frame for the member as far as possible whilst respecting the terms of the Standing Offer.
- c. Replaceable parts, such as nose pads, temples and temple tips, must be readily available from the Offeror's stock for frames in the selection at no cost. For all frames provided, a minimum one year warranty is specified in the general conditions of the contract. Frames bought by DND or a CF member must be adjusted at no additional cost.
- d. Display of frames: All frames must be available and numbered at all times in accordance with this Annex, when they will be displayed to CF members in cases at the on-site and off-site facilities. No reduction in the selection agreed to following the issuance of a Standing offer will be tolerated.