



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Window Blinds, Supply and Install	
<b>Solicitation No. - N° de l'invitation</b> W0134-16CYPD/B	<b>Date</b> 2015-11-17
<b>Client Reference No. - N° de référence du client</b> W0134-16CYPD	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-015-10622
<b>File No. - N° de dossier</b> EDM-5-38053 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-12-08</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Major, Andrea	<b>Buyer Id - Id de l'acheteur</b> edm015
<b>Telephone No. - N° de téléphone</b> (587)926-3434 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 6550 STN FORCES COLD LAKE Alberta T9M2C6 Canada	
<b>Security - Sécurité</b> 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**

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

This bid solicitation cancels and supersedes previous bid solicitation number W0134-16CYPD/A dated 2015/07/16 with a closing of 2015/09/01 at 14:00 MDT. A debriefing or feedback session will be provided upon request offerors/suppliers who bid on the previous solicitation.

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File No. - N° du dossier  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1            General Information: provides a general description of the statement of work;
- 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 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 Work, the Basis of Payment, Security Requirement Check List and the Standing Offer Usage Report.

### **1.2 Summary**

Work under this Request for Standing Offer is for the supply of all labour, materials, tools, equipment, transportation and supervision necessary to Supply and Install of blinds in various buildings for the Department of National Defense, 4 Wing Cold Lake, Alberta on an as and when required basis;

The period of the standing offer is for two (2) years from issuance of the Standing Offer.

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

### 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 \(2015-07-03\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 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 ten (10) 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 Alberta.

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 Bid (1 hard copy)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard 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 Bid**

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

#### **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 Payment by Credit Card**

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:  
VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer. The Offeror is not obligated to accept payment by credit card.

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

### 3.1.2 Exchange Rate Fluctuation

SACC Manual Clause [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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

- a) Ability to perform the full scope of work described in Annex "A" Statement of Work and Appendix "A".

#### 4.1.2 Financial Evaluation

The Total Evaluated Offer price will be calculated as follows:

- a) The firm unit prices will be extended by their applicable line item quantity to obtain a total extended line item price. The total extended line item prices will be added together to reach a total price for those line items.
- b) Annex "B", Item 7: the percent mark-up quoted for each year in the Standing Offer period will be multiplied by the estimated quantity to arrive at a total mark-up amount.
- c) The aggregate total for a) and b) will be added together to obtain the total bid evaluated offer price.

##### 4.1.2.1

SACC Manual Clause [M0222T \(2013-04-25\)](#), Evaluation of Price

### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## 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](#), 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](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](#)

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Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **PART 6 - SECURITY 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) 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**

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.
  1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
  2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
  3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
  4. The Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex C;

(b) 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 "D". 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.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

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 fifteen (15) calendar days after the end of the reporting period.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

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edm015  
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## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Andrea Major  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: ATB Place North, 5<sup>th</sup> Floor 10025 Jasper Ave  
Edmonton AB T5J 1S6

Telephone: 587-926-3434  
Facsimile: 780-497-3510  
E-mail address: andrea.major@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority *(to be filled in at standing offer award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against 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 authorized personnel of 4 Wing Cold Lake as determined by the Project Authority.

## 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 \$40,000.00 (Applicable Taxes included).

## 7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (to be completed upon issuance of a Standing Offer) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

## 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2015-09-03), General Conditions- Goods (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Standing Offer Usage Report;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 7.11 Certifications

### 7.11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

2010A (2015-09-03), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A (2015-09-03), General Conditions- Goods (Medium Complexity) will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Delivery Date

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

### 7.4 Payment

#### 7.4.1 Basis of Payment

In consideration of the Offeror satisfactorily completing all of its obligations under the Standing Offer, the Offeror will be paid a firm price as specified in Annex B" for a cost of *\$(as per call-up)*. Customs duties are *included* and Applicable Taxes are extra.

Canada will not pay the Offeror 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

H1000C (2008-05-12), Single Payment  
A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C2000C (2007-11-30), Taxes - Foreign-based Contractor

#### 7.4.3 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

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## **7.5 Invoicing Instructions**

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

Each invoice must be supported by:

- a) A copy of the invoices, receipts, vouchers for all direct expenses

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.

## **7.6 Insurance**

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

## **7.7 SACC Manual Clauses**

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)  
A9039C (2008-05-12), Salvage  
B7500C (2006-06-16), Excess Goods  
A9062C (2011-05-16), Canadian Forces Site Regulations  
M3800C (2006-08-15, Estimate

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Description of Work**

Work under this Request for Standing Offer Agreement (RFSO) must comprise the supply of all labour, materials, tools, equipment, transportation and supervision necessary to supply and install blinds in various buildings at 4 Wing Cold Lake, AB on an as and when required basis as per Appendix A.

#### **Warranty**

1. All workmanship carried out under this Request for Standing Offer (RFSO) must be warranted for a period of 12 months from date of repair or replacement. All material/ equipment replaced under this agreement will be warranted as per the manufacturer's warranty. The Offeror is to supply the Project Authority with the associated manufacturer warranties upon completion of the work.

#### **Offeror's Use of Site**

2. For execution of the work only, subject to the following:
  - a. Movement around site will be subject to restrictions imposed by the Project Authority;
  - b. Do not unreasonably encumber site with materials or equipment;
  - c. Maintain work in tidy condition, free from accumulation of waste products and debris: and
  - d. Execute work with the least possible interference or disturbance to occupants and normal use of premises.

#### **Workmanship**

3. Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed. It is the responsibility of the Offeror to supply fully licensed and accredited employees. All related licenses, tickets and accreditation are the responsibility of the Offeror and must be provided as proof of quality of skills required for the terms of this contract.
4. Offeror must not employ any unfit person or anyone unskilled in their respective duties. The Work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. Project Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
5. Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

#### **Operational Security**

6. Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Offerors' employees must carry company I.D. and GRA pass. Individuals without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Offeror to work in the GRA where their Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts.
7. The use of cell phones are restricted in the GRA;
  - a. Use of cellular phones is prohibited within Refuelling compounds; and
  - b. Cell phones will not be operated within 15 metres of an aircraft.

8. Offerors must not take any pictures within the GRA, if required to take a picture, the Project Authority could take the picture for the Offeror. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

### **Health & Safety Requirements**

9. All accidents must be reported to the Project Authority immediately.

10. All hazardous material must be identified and labeled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

11. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, Offeror must report it to Project Authority immediately.

12. If during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work in that area and report to Project Authority immediately.

13. Smoking is not permitted in any DND building or facility. Smoking will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in POL Compound or around any flammable liquids.

### **Orientation Meeting**

14. A kickoff meeting will be conducted for the Offeror and Project Authority to discuss the terms of the Standing Offer Agreement (SOA). This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there is no misunderstanding. This meeting may be conducted by teleconference at the request of the Project Authority. The Project Authority will contact the Offeror to arrange for this meeting as soon as possible after the issuance of the Standing Offer Agreement (SOA). The meeting is expected to last approximately one hour but may vary from this time frame.

15. The Offeror's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Offerors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work.

The Project Authority will coordinate arrangements for the Offeror to be briefed on Fire Safety at their orientation meeting before any work is commenced.

16. Offerors/visitors/subcontractors working with/supporting DND personnel must attend work-specific briefings by the Project Authority lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.

17. Offerors must observe On-site Safety, Health and Environmental Standards on Protection of Property. The Offeror, his employees and/or subcontractors must undertake and agree to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

18. The Offeror must ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Offeror Safety Orientation Checklist prior to the start of any portion of the on site work. A copy of the signed checklist must be provided to the Project Authority. No payments will be issued until all documentation is in place.

### **Environmental Protection Procedures**

19. The following are disposals regulations:

- 
- a. Burying of rubbish or waste materials on site is prohibited;
  - b. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
  - c. Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Offeror; and
  - d. The Offeror must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.
  - e. Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.
20. Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.
21. Do not dump excavated fill, waste material or debris in waterways.
22. The Offeror must immediately notify the Project Authority of any damage incident.

**Special Procedures: Airports In Use**

23. When operating within the 4 Wing areas the following restrictions apply:
- a. Do not disrupt airport business except as permitted by Project Authority;
  - b. Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
  - c. Provide barricades and lights where directed.
24. In areas of airport not closed to aircraft traffic, the Offeror must:
- a. Obtain Project Authority's approval on scheduling of work;
  - b. Control movements of equipment and personnel as directed by Project Authority;
  - c. Obey signals and directions from escort instantly;
  - d. For all services that are required on the airfield an escort will be provided; and
  - e. All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.
25. The Offerors must be aware of the following FOD Controls:
- a. Where travel routes cross active runways, taxiways or aircraft parking aprons, the Offeror and/or his designate must broom clean debris from area immediately;
  - b. Where access routes cross active runways, taxiways or parking aprons, the Offeror and/or his designate must keep crossings free of mud and debris at all times; and
  - c. FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop.

**APPENDIX A**

1. All vertical and horizontal louvre blinds offered must be made of ASTM D1784-99ae1 specification for Rigid Poly (Vinyl Chloride) (PVC) Compounds and Chlorinated Poly (Vinyl Chloride) (CPVC) Compounds or an equivalent material.
2. The Project Authority may request samples of vertical, horizontal and roller blinds prior to each Call-Up against the Standing Offer.
3. The Offeror must provide samples from their basic working colour palette as requested by the Project Authority prior to each Call-up.
4. Samples will be returned to the Offeror prior to commencement of work.
5. To demonstrate compliance, Bidders should also include, and appropriately cross reference, published technical information that confirms compliance with each mandatory criterion specified herein (unless stipulated as "not applicable for item").

Item	Description	Meets	Does Not Meet	Page Reference
	<b>Vertical Louvre Blinds</b>			
	<b>Design References</b>			
1.	Allow wear-susceptible parts to be replaceable by either user or manufacturer.			
2.	Guarantee of at least five-years of available replacement parts following discontinue of products manufacture.			
3.	Include instructions for replacing or repairing worn parts, including inventory numbers for parts and procedures for ordering replacement parts.			
4.	Include stamps on major plastic components indicating composition code to facilitate recycling efforts.			
	<b>Product Data</b>			
5.	Submit manufacturer's printed product literature and data sheets for vertical louvre blinds and include product characteristics, performce criteria, physical size, finish and limitations.			
6.	Product literature indicates dimensions in relation to window jambs, operator details, head anchorage details, and hardware and accessories details.			
	<b>Products</b>			
7.	Rails- surface/recess mounted, top rail. Extruded aluminum, 6063-T5 alloy with anodized finish. Full length, one piece with			

	capped ends. Size: recommended by manufacturer. Decorative fluted top rail.			
8.	Vanes- 1.0 mm thick x 90 mm wide x length to suit window assembly. Rigid polyvinylchloride, light stable, to ASTM D1784, Class 12454-C, beaded edges. Color and finish as selected by Project Authority.			
9.	Carrier trucks and wheels- suitable for heavy-duty operation recommended and guaranteed by manufacturer.			
10.	Gears, sprocket wheels, end caps- spur and worm gears, self-lubricating with ratio recommended by manufacturer for particular unit type.			
11.	Vane spacer links- standard type 301 stainless steel, flexible to space and stabilize each truck.			
12.	Brackets sized to support weight of blind plus forces applied to operate blind and designed to facilitate installation and removal of top rail, complete with hardware necessary for secure attachment of brackets to adjoining construction and to head rails.			
13.	Tilt control: bead chain or cord type suitable for heavy-duty operation.			
14.	Bottom linkage: free hanging. Rigid vane: single strand bead chain or cord suitable for commercial installation and operation.			
	<b>Operation</b>			
15.	Traversing- to operate left to right or right to left. Manual operation: control opening and closing of blind with nylon cord, tensioned by cord weight and without binding vanes at any angle.			
16.	Rotation control: use bead chain to activate gear assembly to rotate all vanes simultaneously full 180° and hold them in fixed position until reset. Vane over lap 8 mm minimum.			
17.	Fabricate vanes to completely fill openings indicated, from top to bottom and jamb to jamb.			
18.	Tension vanes taut between head and sill rails.			
19.	Locate rotation control chain and traversing cord			

	on stacking hand side of window.			
	<b>Installation</b>			
20.	Install vertical louvre blinds at inside of windows indicated.			
21.	Install bracket mounted vertical louvre blinds in accordance with manufacturer's instructions.			
22.	Secure top rails. Use non-corrosive metal fasteners for installation, concealed in final assembly.			
23.	Install blinds square, plumb, true to line with operable parts adjusted for correct function.			
24.	Adjust to provide for operation without binding.			

Item	Description	Meets	Does Not Meet	Page Reference
	<b>Horizontal Louvre Blinds</b>			
	<b>Design References</b>			
1.	Allow wear susceptible parts to be replaceable by either user or manufacturer.			
2.	Guarantee of at least five-years of available replacement parts following discontinue of products manufacture.			
3.	Include instructions for replacing or repairing worn parts, including inventory numbers for parts and procedures for ordering replacement parts.			
4.	Include stamps on major plastic components indicating composition code to facilitate recycling efforts.			
	<b>Product Data</b>			
5.	Submit manufacturer's printed product literature and data sheets for horizontal louvre blinds and include product characteristics, performance criteria, physical size, finish and limitations.			
6.	Product literature indicates dimensions in relation to window jambs, operator details, head anchorage details, and hardware and accessories details.			
	<b>Products</b>			
7.	Slats- 12.5 mm (min) – 25 mm (max) width x 6 ga. (min) thickness, with rounded corners and			

	rough edges removed. Aluminum alloy, corrosion resistant spring-tempered. Rigid polyvinylchloride, light stable, to ASTM D1784, Class 12454-C. Colour and finish: as selected by Project Authority.			
8.	Ladders- braided polyester yarn designed for full tilting action while retaining the same level and position of each slat. Spacing as per manufacturers recommendations.			
9.	Head rails- one piece steel channel with rolled edges, formed to provide sufficient strength to support blind without sagging, twisting or distorting.			
10.	Bottom rails: lock seam tubular steel section.			
11.	Bottom rail end caps- soft moulded plastic fitted snugly over ends of rails. Colour to match slats.			
12.	Tilt rods- solid steel.			
13.	Pulleys- designed to permit ease of operation with minimum wear to cord.			
14.	Tilters- fully enclosed and lubricated, with positively locked to drum to prevent slippage and ensure accurate timing. Use anti-friction materials for worm and gear.			
15.	Cord locks- designed to provide smooth operation with feature to prevent accidental dropping of blinds.			
16.	Ladder cap- designed to provide sufficient retention when snapped onto bottom rail to hold ladders in proper position.			
17.	Installation brackets- as per manufacturer's recommendations.			
18.	Lift cords- minimum tensile strength 689 kPa, with soft moulded plastic tassels.			
19.	Hold down clips- as per manufacturer's recommendations.			
20.	Tilter controls- transparent wand, snap on type.			
	<b>Installation</b>			

21.	Install horizontal louvre blinds at inside of windows indicated.			
22.	Install bracket mounted horizontal louvre blinds in accordance with manufacturer's instructions.			
23.	Secure top rails- use non-corrosive metal fasteners for installation, concealed in final assembly.			
24.	Install blinds square, plumb, true to line with operable parts adjusted for correct function.			
25.	Adjust to provide for operation without binding.			

Item	Description	Meets	Does Not Meet	Page Reference
	<b>Roller Blinds</b>			
	<b>Design References</b>			
1.	Allow wear susceptible parts to be replaceable by either user or manufacturer.			
2.	Guarantee of at least five-years of available replacement parts following discontinue of products manufacture.			
3.	Include instructions for replacing or repairing worn parts, including inventory numbers for parts and procedures for ordering replacement parts.			
4.	Include stamps on major plastic components indicating composition code to facilitate recycling efforts.			
	<b>Product Data</b>			
5.	Submit manufacturer's printed product literature and data sheets for roller blinds and include product characteristics, perform criteria, physical size, finish and limitations.			
6.	Product literature indicates dimensions in relation to window jambs, operator details, head anchorage details, and hardware and accessories details.			
	<b>Products</b>			
7.	End Bracket- the 77 x 96 mm end bracket to be a two pieced molded. ABS construction with a 64 mm diameter nylon drive sprocket. Bracket colour to coordinate with the fascia colour.			
8.	Shade Tube- 47.65 mm diameter heavy duty			

	extruded aluminum shade tube to be 2.03 mm thick with three internal continuous fins 10.89 mm high and nine at 6.05 mm high, for strength and drive capabilities when attached to the nylon sprocket. The fins to be spaced 120 degrees apart.			
9.	Fascia- the extruded aluminum fascia to be 1.7 mm thick, complete with three continuous screw flute. Finish – clear anodized aluminum.			
10.	Drive Assembly- Each shade to have counter balancing mechanism designed to affect the weight of the shade and give fingertip control. To be factory set for size and travel of shades. Capable of being field adjusted from the exterior of the shade unit without having to disassemble the hardware. Provided with a built-in shock absorber system to prevent chain breakage, under normal usage conditions. Chain must be able to be relocated from one end to the other without disassemble or removal of unit.			
11.	Drive Chain-to be No. 10 stainless steel head chain formed in a continuous loop. The chain shall have a 90# test. Provide stops at highest and lowest positions to prevent over winding or unrolling.			
12.	Exterior Hem bar: extruded aluminum. Roller blinds are to be snapped into place without screws or visible fasteners once initial cleanup is completed. Clutch design must allow the shade to be drawn by pulling on the hem bar.			
13.	Shade Cloths- shall be woven of vinyl coated polyester yarn consisting of approximately 79% vinyl and 21% 500 denier polyester core yarn, 3% opening. The fabric to be tensioned in the finishing range prior to heat setting to keep the warp ends straight and minimize eliminate weave distortion to keep the fabric fault. The fabric to be dimensionally stable.			
14.	Color and finish to be selected by Project Authority.			
	<b>Installation</b>			
15.	Install roller blinds at inside of windows indicated.  Install bracket mounted roller blinds in accordance with manufacturer's instructions.			

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<b>16.</b>	Secure top rails. Use non-corrosive metal fasteners for installation, concealed in final assembly.			
<b>17.</b>	Install shades square, plumb, true to line with operable parts adjusted for correct function.			
<b>18.</b>	Adjust to provide for operation without binding.			

**ANNEX "B"**

**BASIS OF PAYMENT**

1. Estimated usages are for evaluation purposes only. Actual usage will vary from amounts shown.
2. Rates to include all labour, materials, tools, equipment, transportation, supervision, travel time and expenses for personnel as applicable.
3. Note: Net Price - Includes all shipping, rebates, incentives, etc., that could be applied to the material to the contractor's business address. Percentage Mark-up or discount includes the entire contractor's overhead and profit required to receive and manage the material.
4. Include a price chart for each line item with all window covering sizes which will be used to price each blind in all three categories.

Item	Description	Estimated Usage	Unit Price Year 1	Unit Price Year 2
1.	<b>Horizontal Blinds:</b> Horizontal blinds, aluminium standard color, c/w all hardware and accessories necessary for operation.			
1a.	Quantities of up to and including 9 blinds. (various sizes)	30	\$ _____ each	\$ _____ each
1b.	Quantities of 10 blinds or more. (various sizes)	20	\$ _____ each	\$ _____ each
2.	Labour for installation of the Horizontal Blinds, Item #1 above, including all applicable charges.			
2a.	Quantities of up to and including 9 blinds.	Per Blind Installed	\$ _____ each	\$ _____ each
2b.	Quantities of 10 blinds or more.	Per Blind Installed	\$ _____ each	\$ _____ each
3.	<b>Vertical Blinds:</b> Vertical blinds, rigid polyvinylchloride, standard color, c/w all hardware and accessories necessary for operation.			
3a.	Quantities of up to and including 9 blinds. (various sizes)	20	\$ _____ each	\$ _____ each
3b.	Quantities of 10 blinds or more. (various sizes)	10	\$ _____ each	\$ _____ each
4.	Labour for installation of the Vertical Blinds, Item #3 above, including all applicable charges.			
4a.	Quantities of up to and including 9 blinds.	Per Blind Installed	\$ _____ each	\$ _____ each
4b.	Quantities of 10 blinds or more.	Per Blind Installed	\$ _____ each	\$ _____ each
5.	<b>Roller Blinds:</b> Vinyl coated polyester yarn c/w all hardware and accessories necessary for operation.			

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5a.	Quantities of up to and including 9 shades. (various sizes).	40	\$ _____ each	\$ _____ each
5b.	Quantities of 10 roller shades or more. (various sizes)	24	\$ _____ each	\$ _____ each
6.	Labour for installation of the Roller Shades, Item #5 above, including all applicable charges.			
6a.	Quantities of up to and including 9 blinds.	Per Blind Installed	\$ _____ each	\$ _____ each
6b.	Quantities of 10 blinds or more.	Per Blind Installed	\$ _____ each	\$ _____ each
7.	Blinds other than the above will be charged at Contractor's cost plus a mark-up of ____%.	\$5,000.00	_____ \$	_____ \$
<b>Total Offer Price Per Year</b>			\$ _____	\$ _____
<b>Total Evaluated Bid Price (Year 1 + Year 2)</b>			\$ _____	

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

(See attached document)

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**ANNEX D**

**STANDING OFFER USAGE REPORTS**

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510  
Email: [WST.PA-EDM@pwgsc-tpsgc.gc.ca](mailto:WST.PA-EDM@pwgsc-tpsgc.gc.ca) .

Quarterly Usage Report Schedule:

- 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 usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

**SUPPLIER:** \_\_\_\_\_  
**STANDING OFFER NO:** \_\_\_\_\_  
**DEPARTMENT OR AGENCY:** \_\_\_\_\_

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

**NIL REPORT:** We have not done any business with the Federal Government this period.

**PREPARED BY:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Contract Number / Numéro du contrat W0134-16CYPD
Security Classification / Classification de sécurité UNCLASSIFIED

**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 National Defence	2. Branch or Directorate / Direction générale ou Direction 4 Wing Cold Lake
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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 Supply & Install Blinds
--

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 type="checkbox"/> No / Non	<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
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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
Canada <input type="checkbox"/> NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>

7. b) Release restrictions / Restrictions relatives à la diffusion																								
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No release restrictions Aucune restriction relative à la diffusion	<input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion	<input type="checkbox"/>																			
Not releasable À ne pas diffuser	<input type="checkbox"/>																							
Restricted to: / Limité à:	<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:		Specify country(ies): / Préciser le(s) pays:																				

7. c) Level of information / Niveau d'information																																										
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Contract Number / Numéro du contrat W0134-16CYPD
Security Classification / Classification de sécurité UNCLASSIFIED

**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 / Non  Yes / 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?

No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

*Unscreened Pers Only Permitted in Public Zones/Reception Zones*

No / Non  Yes / Oui

No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui



Contract Number / Numéro du contrat W0134-16CYPD
Security Classification / Classification de sécurité UNCLASSIFIED

**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	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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 » au haut et au bas du formulaire.

12. b) Will the documentation 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).