



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

Title - Sujet RISO - Door Hardware	
Solicitation No. - N° de l'invitation W0105-15V004/A	Date 2015-11-18
Client Reference No. - N° de référence du client W0105-15V004	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-014-5089
File No. - N° de dossier MCT-5-38066 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-29	
Time Zone Fuseau horaire Atlantic Standard Time AST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: MacDonald, Charline	Buyer Id - Id de l'acheteur mct014
Telephone No. - N° de téléphone (506)851-6067 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 5 ESU ENGINEER SQUADRON BLDG B-18, GAGETOWN OROMOCTO New Brunswick E2V4J5 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.	

**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

Instructions: See Herein

Instructions: Voir aux présentes

Issuing Office - Bureau de distribution

NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	3
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS.....	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS	4
2.4 APPLICABLE LAWS.....	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	5
3.1. OFFER PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	7
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	8
A. STANDING OFFER	8
6.1 OFFER.....	8
6.2 SECURITY REQUIREMENTS	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF STANDING OFFER	9
6.5 AUTHORITIES	9
6.6 IDENTIFIED USERS.....	10
6.7 CALL-UP INSTRUMENT	10
6.8 LIMITATION OF CALL-UPS	10
6.9 FINANCIAL LIMITATION.....	10
6.10 PRIORITY OF DOCUMENTS	10
6.11 CERTIFICATIONS	11
6.12 APPLICABLE LAWS.....	11
B. RESULTING CONTRACT CLAUSES	11
6.1 REQUIREMENT	11
6.2 STANDARD CLAUSES AND CONDITIONS.....	11
6.3 TERM OF CONTRACT	11
6.4 PAYMENT	12
6.5 INVOICING INSTRUCTIONS	13
6.6 SACC MANUAL CLAUSES	13
6.7 SHIPPING INSTRUCTIONS - DELIVERY AT DESTINATION	13
ANNEX A – MANDATORY REQUIREMENT, DELIVERY INSTRUCTIONS AND PRICING SHEET	14

Solicitation No. - N° de l'invitation
W0105-15V004/A
Client Ref. No. - N° de réf. du client
W0105-15V004

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-5-38066

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

**ANNEX "B" - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS
AND/OR OWNERS OF THE OFFEROR..... 19**

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, 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:

Annex A – Mandatory Requirement, Delivery Instructions and Pricing Sheet

Annex B – Listing of Board of Directors

1.2 Summary

Requesting a Regional Individual Standing Offer (RISO) for the supply and delivery of miscellaneous Door Hardware Parts to the Department of National Defence, 5th Canadian Division Support Base Gagetown in Oromocto, New Brunswick. The material will be ordered on an as and when requested basis for a two (2) year period from date of Standing Offer issuance.

The offerors must provide pricing for the two (2) years and for at least 85% of the items (at least 95 items) as per the attached Annex A – Mandatory Requirement, Delivery Instructions and Pricing Sheet.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (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.

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
B3000T	Equivalent Products	2006/06/16
M0019T	Firm Price and/or Rates	2007/05/25
M1004T	Condition of Material	2011/05/16

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.

Due to the nature of the Request for Standing Offers, **transmission of offers by electronic mail (email) to PWGSC will not be accepted.**

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 New Brunswick.

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 (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 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 A, Mandatory Requirement, Delivery Instructions and Pricing Sheet. 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

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

As per Annex A – Mandatory Requirement, Delivery Instructions and Pricing Sheet.

Offers not meeting the following mandatory requirement will be given no further consideration:

Mandatory Requirement – The offeror(s) must provide pricing for the two (2) years and for at least 85% of the items (at least 95 items) as per the attached Annex A – Mandatory Requirement, Delivery Instructions and Pricing Sheet.

4.1.2 Financial Evaluation

The financial evaluation will be based on a lowest aggregate price basis of the same items for the 2 years detailed in Annex A.

4.1.2.1 Evaluation of Price

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

4.2 Basis of Selection

Basis of Selection - Multiple Items

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 on an aggregate basis for all same items will be recommended for issuance of a standing offer.

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 (See Annex B).

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Mandatory Requirement, Delivery Instructions and Pricing Sheet at Annex A.

6.2 Security Requirements

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

6.3 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.

6.3.1 General Conditions

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

Solicitation No. - N° de l'invitation
W0105-15V004/A
Client Ref. No. - N° de réf. du client
W0105-15V004

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-5-38066

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a two (2) year period from date of Standing Offer issuance.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Charline MacDonald
Title: Acting Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
1045 Main Street, Unit 108
Moncton, New Brunswick
E1C 1H1

Telephone: (506) 851- 6067
Facsimile: (506) 851-6759
E-mail address: Charline.MacDonald@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.

6.5.2 Project Authority

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.

6.5.3 Offeror's Representative (Offeror please complete)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Identified Users

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

Department of National Defence
5 ESU Engineer Squadron, Building B-18
5th Canadian Division Support Base Gagetown
Oromocto, New Brunswick

6.7 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 or an electronic version.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$300,000.00 (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.

6.10 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, Mandatory Requirement, Delivery Instructions and Pricing Sheet; and
- f) the Offeror's offer dated _____.

6.11 Certifications

6.11.1 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.

6.12 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 New Brunswick.

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.

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 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, [2010A](#) (2015/09/03), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

Delivery of items must be made within five (5) working days, and emergency items MUST be delivered within two (2) working or forty-eight (48) hours from receipt of a call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment

Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex A. Customs duties are included and Applicable Taxes are extra.

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

6.4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$300,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.4.3 Method of Payment

SACC Reference	Section	Date
H1001C	Multiple Payments	2008/05/12

6.4.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

Solicitation No. - N° de l'invitation
W0105-15V004/A
Client Ref. No. - N° de réf. du client
W0105-15V004

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-5-38066

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

6.5 Invoicing Instructions

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

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.6 SACC Manual Clauses

SACC Reference	Section	Date
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

6.7 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Department of National Defence, 5th Canadian Division Support Base
Gagetown located in Oromocto, New Brunswick Incoterms 2000 for shipments from a commercial contractor.

ANNEX A – MANDATORY REQUIREMENT, DELIVERY INSTRUCTIONS AND PRICING SHEET

Requesting a Regional Individual Standing Offer (RISO) for the supply and delivery of miscellaneous Door Hardware Parts to the Department of National Defence, 5th Canadian Division Support Base Gagetown in Oromocto, New Brunswick. The material will be ordered on an as and when requested basis for a two (2) year period from date of Standing Offer issuance.

1. MANDATORY REQUIREMENT

Offers not meeting the following mandatory requirement will be given no further consideration:

The offeror(s) must provide pricing for the two (2) years and for at least **85% of the items (at least 95 items)** as per the attached Annex A -Mandatory Requirement, Delivery Instructions and Pricing Sheet.

2. DELIVERY INSTRUCTIONS

Delivery Instructions for all items

- Delivery of items is requested within five (5) working days, and emergency items MUST be within (2) working days or (48) forty-eight hour delivery.
- Items not received within the required time will be subject to cancellation
- Delivery time has to be advised at time of ordering. For items that cannot be delivered within the time specified in the "Delivery Instructions", DND may, for operational purposes order the items separately using other procurement tools.
- Supplier may not substitute items of "Brand Names" requested without the express consent of the user
- Consignee shall request delivery of goods by telephone or facsimile
- Price book to be supplied and shipped by the supplier
- The delivery MUST be made to either Building B-18, Various shops, PMQ Services Centre or various sites to be determined within the confines of 5th Canadian Division Support Base Gagetown. Delivery point will be specified when order is places

3. PRICING SHEET

Item	Description	Estimated Usage	U. of I.	Year 1 Unit Price	Year 2 Unit Price
1	Key blanks Sargent (various key ways)	2000	each	\$	\$
2	Fluchbolts for AI 5-# DC860	20	each	\$	\$
3	8G05 FOR A 2 1/2 " Door (Body only)	10	each	\$	\$
4	97-0008 end Plug	12	each	\$	\$

Solicitation No. - N° de l'invitation
W0105-15V004/A
Client Ref. No. - N° de réf. du client
W0105-15V004

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-5-38066

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

Item	Description	Estimated Usage	U. of I.	Year 1 Unit Price	Year 2 Unit Price
5	97-0012-Mainarm spring	10	each	\$	\$
6	9947-F vertical rod latch-part# A-A 030383	10	each	\$	\$
7	Allen key 5/16	10	each	\$	\$
8	Aluminum door flushbolts 1/8 (various)	10	each	\$	\$
9	ASSA Key in knob cylinder (Schlage-D)65611 (various)	60	each	\$	\$
10	Barrel bolt 4"	50	each	\$	\$
11	CAM Lock (Bobrick) 10MFM # on key S1000V (various)	20	each	\$	\$
12	CAM Lock-31303-J-14-11	30	each	\$	\$
13	CAM Lock-31303-J-14-11 (Brass)	20	each	\$	\$
14	Chain bolt 6 inch	50	each	\$	\$
15	Corbin Bottom Pin (Pin Kit: PK-70 - ZDH)	1000	each	\$	\$
16	Corbin Cylinder 2000-052-59BI*626 Random Keyed	20	each	\$	\$
17	Corbin Deadbolt-DL2113-626-Keyway-59BI	30	each	\$	\$
18	Corbin Key Blank (A1001 GRM)	1000	each	\$	\$
19	Corbin-CK4251 GRC 630-59BI Keyway-KR	30	each	\$	\$
20	Cutter wheel for KD50C (CU50A) ILCO#	1	each	\$	\$
21	Dogging device (parts for Sargent hardware) - (various)	25	each	\$	\$
22	Door closer Sargent-351-EN	10	each	\$	\$
23	Door Coordinator 3487:D26	80	each	\$	\$
24	Fluchbolts #F65ULXC26D	100	each	\$	\$
25	Foot Bolt 6 inch	50	each	\$	\$
26	Guard Padlock # 836KA--#104	200	each	\$	\$
27	Inside Handle Ideal Security SK10	20	each	\$	\$
28	Jackson Exit 1085 Aluminum (One Chassis)	20	each	\$	\$
29	Key Blanks-Schlage (various)	1000	each	\$	\$
30	Key Tag Red # on box is H8034 (Plastic Key Tags 0 Kevron)	200	each	\$	\$
31	Key-Bak #43651 (Key Caddie with zip cord)	50	each	\$	\$
32	LA Keyway Cylinder-replace Corbin RUSSWIN200-052-626	80	each	\$	\$

Solicitation No. - N° de l'invitation
W0105-15V004/A
Client Ref. No. - N° de réf. du client
W0105-15V004

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-5-38066

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

Item	Description	Estimated Usage	U. of I.	Year 1 Unit Price	Year 2 Unit Price
33	Lock Box Keys - Fire Alarm -0047 (Restricted Key Way)	30	each	\$	\$
34	Lock De-Icer (Liquid Wrench-18g.) (Lock de-icer 30 ml)	20	each	\$	\$
35	Magnetic Door Holder-1 504-D26 (1-504-D26)	30	each	\$	\$
36	McKinney Door Hinge (6"-8")	20	each	\$	\$
37	McKinney Door Hinge (Cover) (6"-8")	20	each	\$	\$
38	McKinney Door Hinge (Cover) & Nut KIT-KCFS-HD (6"-8")	6	each	\$	\$
39	MEDECO 1 OW03OV-26-G3 STEM.CY-YO2 1 1/16 Rim	15	each	\$	\$
40	PRIMUS Cylinder&10 control key & 30 blanks (Schlage)	20	each	\$	\$
41	Pick Set 825D	1	each	\$	\$
42	Push Button Latch Ideal Security SK91 OW	15	each	\$	\$
43	RIM Cylinder D26 LA	15	each	\$	\$
44	Sargent Deadbolt 485 26D	10	each	\$	\$
45	Sargent 10G05 D26 LA	15	each	\$	\$
46	Sargent 3/4" Latch Bolt-2 3/4" Backset 8 Line	30	each	\$	\$
47	Sargent 713 -ET-TRIM	15	each	\$	\$
48	Sargent 78/82 Series Striker Plate	30	each	\$	\$
49	Sargent 8 line boded lock 8U65 D26	30	each	\$	\$
50	Sargent 80 Series Top Strike #629	12	each	\$	\$
51	Sargent Bottom Pin (Various)	8000	each	\$	\$
52	Sargent Cylinder 8 LINE-1 3-2194-Finish-1 5	200	each	\$	\$
53	Sargent Deadbolt-458-26D (Sargent deadbolt; 458-26D)	1	each	\$	\$
54	Sargent Driver pin	1000	each	\$	\$
55	Sargent Mortise Cylinder (Various)	20	each	\$	\$
56	Sargent-8G37--Body Only-	50	each	\$	\$
57	Sargent-8G37-D27 (Sargent; 8G37-26D)	100	each	\$	\$
58	Sargent-90 Series Bolt Spring&Bracket-# 98-2159	20	each	\$	\$
59	Schlage Mortise Cylinder C Keyway	20	each	\$	\$
60	Schlage Bottom Pin (PIN KIT, 40-119)	1000	each	\$	\$
61	Schlage Cylinder Pin (PIN KIT, 40-119)	1000	each	\$	\$

Solicitation No. - N° de l'invitation
W0105-15V004/A
Client Ref. No. - N° de réf. du client
W0105-15V004

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-5-38066

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

Item	Description	Estimated Usage	U. of I.	Year 1 Unit Price	Year 2 Unit Price
62	Schlage Key Blank	1000	each	\$	\$
63	Schlage Master Pin (SCHLAGE; PIN KIT, 40-119)	1000	each	\$	\$
64	Schlage-D-Series-D66PD#04-007-626	25	each	\$	\$
65	Shim Stock for cylinder access	50	each	\$	\$
66	Stanley 6" Footbolt	30	each	\$	\$
67	Striker plate Ideal Security SK2	20	each	\$	\$
68	Tailpiece #1 3-0880 for deadbolt-485-sargent	10	each	\$	\$
69	Von Duprin 98/99- PART # 971491 (dogging hook)	20	each	\$	\$
70	Weiser Dead Bolt 26 D	200	each	\$	\$
71	Weiser Drive Bolt	30	each	\$	\$
72	Weiser Key and Knob	200	each	\$	\$
73	Weiser Passage Set	50	each	\$	\$
74	1640 x 26D Kickdown Doorstop	20	each	\$	\$
75	218 x 26D High Dome Door Stop	20	each	\$	\$
76	598S x 26D Overhead Door Stop	5	each	\$	\$
77	W24S x 36" Door Sweep (Aluminum mount, with brush)	30	each	\$	\$
78	W245 x 48" Door Sweep (Aluminum mount, with brush)	30	each	\$	\$
79	W245 x 36" Door Sweep (Aluminum mount, with brush)	30	each	\$	\$
80	W135 x 36" Door Sweep (Aluminum mount, with brush)	10	each	\$	\$
81	7304ARP x 689 Closer	30	each	\$	\$
82	7303ARP x 689 Closer	30	each	\$	\$
83	28-8U15 x OB x 26D Passage Sargent (1-3/4" door, 2-3/4" back set)	30	each	\$	\$
84	Sargent 8G37 D26 LA	5	each	\$	\$
85	3 x 7 Birch Solid Door- Painted	20	each	\$	\$
86	3 x 7 Birch Solid Door- Unpainted	40	each	\$	\$
87	1431-U0-EN Sargent Door Closer	12	each	\$	\$
88	Assa-Key Blank Twin 626-50 548	500	each	\$	\$
89	31-08-2670-26D Alignment Tube FO 2 ½ Door Thickness	4	each	\$	\$
90	28-2427 Sargent 3727 Active Door Head	5	each	\$	\$
91	Sargent Lever Trim for 38 Series Exit Device	5	each	\$	\$

Solicitation No. - N° de l'invitation
W0105-15V004/A
Client Ref. No. - N° de réf. du client
W0105-15V004

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-5-38066

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

Item	Description	Estimated Usage	U. of I.	Year 1 Unit Price	Year 2 Unit Price
92	Hinge 4 x 4 C15-NRP (DOREX OR TAYMAR)	10	each	\$	\$
93	L L Super 48 Key - Bak Clip On	5	each	\$	\$
94	Magnetic Door Guard 1 ¾ x 2 ¾ (DON-JO)	5	each	\$	\$
95	28-10G77 L L 26D LA Sargent Keypad Lock (10G77 SARGENT KEY PAD)	10	each	\$	\$
96	Schlage Single Cylinder Deadbolt UL (Various)	5	each	\$	\$
97	Key in Knob DB Cylinder Sargent LA (Various or Sargent deadbolt 26D)	12	each	\$	\$
98	68-4261 Chassis Asy 8800	5	each	\$	\$
99	Push Plate 4 x 16 (1-2409-C32D)	5	each	\$	\$
100	Sargent HD Office FN Knob	20	each	\$	\$
101	Sargent Door Closer # 1451 Heavy Duty	12	each	\$	\$
102	08-4347-26D 8 Line Latch Assy	10	each	\$	\$
103	Door Coordinator Order # C-05044 Sequence # 04EE066 3487 26D	10	each	\$	\$
104	ILCO Key Blanks A1001 GRM	500	each	\$	\$
105	10U65-LL-26D Sargent HD Privacy Lever	8	each	\$	\$
106	Horton IN/OUT Arm C4250A-14/C425	8	each	\$	\$
107	Rim Cylinder Sargent LA 26D	12	each	\$	\$
108	8888 Sargent Exit Device	20	each	\$	\$
109	Birch Door Solid Lumber Core 32" x 84" x 1"	10	each	\$	\$
110	Birch Door Solid Lumber Core 32" x 84" x 1.75"	10	each	\$	\$
111	LMRC Door 36" x 84" x 1.75"	8	each	\$	\$
112	Miscellaneous related items, not specified herein, less a firm discount of the retail price of _____%.	10,000		%	%

Quantities are estimated for evaluation purposes only.
The sum of the items for the two (2) years will be used for evaluation purposes.

