



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage , Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

**Aerospace Spares and Logistics / Pièces de rechange  
aérospatiales et logistiques**

**11 Laurier St. / 11, rue Laurier**

**8C1, Place du Portage**

**Gatineau**

**Québec**

**K1A 0S5**

<b>Title - Sujet</b> EQUIPMENT FOR NDT 2015 EXERCISE	
<b>Solicitation No. - N° de l'invitation</b> W8486-162984/A	<b>Date</b> 2015-12-10
<b>Client Reference No. - N° de référence du client</b> W8486-162984	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$BY-284-25556	
<b>File No. - N° de dossier</b> 284by.W8486-162984	<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 2016-01-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wallingford, Carol	<b>Buyer Id - Id de l'acheteur</b> 284by
<b>Telephone No. - N° de téléphone</b> (819) 956-1757 ( )	<b>FAX No. - N° de FAX</b> (819) 997-0437
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	Dept of National Defence C/O QETE Warehouse 819-994-1819 Ramp 8 , Room C-1113 45 Sacre-Coeur Blvd GATINEAU QC J8X 1C6 CANADA	W8486	DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. Eric Potvin DLP 4-4-2-2 OTTAWA Ontario K1A0K2 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	NSN - NNO: 4920-01-590-0962 RADIOMETER PHOTOMET NSCM/CAGE - COF/CAGE: 20772 Part No. - N° de la partie: XRP-3000 Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$	See Herein	
2	NSN - NNO: 6635-01-369-6638 MAGNETIC INSPECTION UNIT,PORTABLE NSCM/CAGE - COF/CAGE: 26774 Part No. - N° de la partie: DA400 Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$	See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
3	NSN - NNO: 6230-01-621-0307 PROBE LIGHT, INSPECTION NSCM/CAGE - COF/CAGE: 26774 Part No. - N° de la partie: Y-400 Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$	See Herein	
4	NSN - NNO: 6230-01-621-0308 PROBE LIGHT, INSPECTION REPLACEMENT BULB NSCM/CAGE - COF/CAGE: 26774 Part No. - N° de la partie: Y-34B Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$	See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
5	NSN - NNO: 6635-01-367-2187 MAGNETIC INSPECTION UNIT,PORTABLE NSCM/CAGE - COF/CAGE: 37676 Part No. - N° de la partie: KSC-4-230 Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$		See Herein	
6	NSN - NNO: 6635-01-367-2189 MAGNETIC INSPECTION UNIT,PORTABLE NSCM/CAGE - COF/CAGE: 37676 Part No. - N° de la partie: 625551 Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$		See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
7	NSN - NNO: 6230-01-620-2866 FLASHLIGHT NSCM/CAGE - COF/CAGE: 65442 Part No. - N° de la partie: 2010YW Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$	See Herein	
8	NSN - NNO: 5120-21-104-3673 MIRROR, INSPECTION NSCM/CAGE - COF/CAGE: 61554 Part No. - N° de la partie: K2L Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$	See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
9	NSN - NNO: 5120-01-018-0653 MIRROR, REPLACEMENT, CGCS LONG DESCRIPTION: END ITEM IDENTIFICATION: NSN 5120-01-359-7260 INSPECTION MIRROR GENERAL CHARACTERISTICS ITEM DESCRIPTION: RECTANGULAR; 2-1/8 X 3-1/2 IN.; GLASS MIRROR Nato Item Description MIRROR, REPLACEMENT, NSCM/CAGE - COF/CAGE: 11676 Part No. - N° de la partie: K-2R Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$		See Herein	



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
10	NSN - NNO: 5120-01-621-4839 RETRIEVING TOOL,MAGNETIC NSCM/CAGE - COF/CAGE: 40474 Part No. - N° de la partie: 923 Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$	See Herein	
11	NSN - NNO: 5210-00-362-5100 RULE, MACHINIST'S NSCM/CAGE - COF/CAGE: S3257 Part No. - N° de la partie: 950-300 Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$	See Herein	





Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
12	NSN - NNO: 6650-00-964-9470 MAGNIFIER NSCM/CAGE - COF/CAGE: 06175 Part No. - N° de la partie: 81-23-64 Quality Assurance No. - N° d'assurance de qualité: C	D - 1	W8486	24	Each	\$	\$		See Herein	

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## PART 1 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (03/07/2015) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 4. Supplier Contacts

Name and telephone number of the person responsible for:

Delivery Follow-up		General Inquiries	
Name:		Name:	
Telephone no:		Telephone no:	
Facsimile no:		Facsimile no:	
E-mail address:		E-mail address:	

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## PART 2 - REQUIREMENT

### 1. Security Requirement

There is no security requirement associated with this requirement.

### 2. Requirement

See page(s) detailed line item(s) description of this document.

#### 2.1 Note to Bidder

The Manufacturer must be the Original equipment Manufacturer (OEM) or be approved by the OEM to manufacture the subject item(s); or that the proposed manufacturer has previously manufactured the item(s), or provide other information for DND's review and acceptance to support the manufacturer's capability. Such information will be required within 48 hours of notification of the bidder or the bidder may supply the information with the bid.

#### 2.2 Condition of Material

Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the bid solicitation closing date. (B1000T, 26/06/2014)

#### 2.3 No Substitute Products

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered. (B4024T, 15/08/06)

## PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

#### 1.1 Mandatory Technical Criteria

The following mandatory factors will be taken into consideration in the evaluation of each bid:

- a. comply with proposed Basis of Payment;
- b. provide the material condition requested; and
- c. accept terms and conditions as outlined in this RFP/Contract document
- d. transportation charges from FCA Plant to Destination**

#### 1.2 Evaluation of Price

The price of the bid will be evaluated as follows:

- a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
- b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
- c. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

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- d. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
  - e. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders. (A0222T, 25/04/13)

## **2. Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.  
(A0069T, 25/05/07)

## **3. Exchange Rate Fluctuation - Risk Mitigation**

C3011T (06/11/13), Exchange Rate Fluctuation

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## PART 4 - CERTIFICATIONS

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

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

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

### 1. Certifications Required Precedent to Contract Award

#### 1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that The certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

#### 1.3 Price Certification - Foreign Suppliers - (C0001T, 25/05/07)

#### 1.3 Price Certification - Canadian Suppliers - (C0003T, 12/12/08)

#### 1.4 Controlled Goods Program - (A9130T, 16/05/11) – Item 1

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## PART 5 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. End User Certificate

It is herewith certified that supplies purchased in this Contract are ordered by the Canadian Government for the exclusive use by the Canadian Armed Forces. (D0050C, 25/05/07)

### 3. Requirement

See page(s) detailed line item(s) description of this document.

#### 3.1 Condition of Material - Contract

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date. (B1006C, 26/06/14)

#### 3.2 Marking - (D2000C, 30/11/07)

#### 3.3 Labelling - (D2001C, 30/11/07)

#### 3.4 Controlled Goods Program - (A9131C, 16/05/11) – Item 1

#### 3.5 Excess Goods – (B7500C, 16/06/2006)

#### 3.6 ISO 9001:2008 - Quality Management Systems - Requirements (QAC C) (D5545C, 16/08/10)

#### 3.7 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment. (B5328C, 26/06/2014)

### 4. Standard Clauses and Conditions

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

#### 4.1 General Conditions

2010A (03/07/2015) General Conditions - Goods or Services (Medium Complexity) apply to and form part of the Contract.

### 5. Delivery

#### 5.1 Complete Delivery

The Contractor shall make the complete delivery as indicated in the item description pages. (D0005C, 30/11/07)

## 5.2 Accelerated Delivery

Every effort will be made to improve delivery without any additional cost to Her Majesty.  
(XBD25K, 15/09/97)

## 5.3 Shipping Instructions

Goods must be consigned and delivered to the destination specified in the contract Incoterms 2000 "DDP Delivered Duty Paid.

OR

### 5.3 Shipping Instructions (DND) - Foreign-based Contractors

1. Delivery will be FCA Free Carrier at \_\_\_\_\_ (insert the named place, e.g. Contractor's facility) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Centre by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Coordination Centre (ILCC):  
Telephone: 1-877-447-7701 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: ILHQOttawa@forces.gc.c

3. The Contractor must provide the following information to the DND Inbound Logistics contact when arranging for shipment:

- a. the Contract number;
- b. consignee address (if multiple addresses, items must be packaged and labelled separately with each consignee address);
- c. description of each item;
- d. the number of pieces and type of packaging (e.g. carton, crate, drum, skid);
- e. actual weight and dimensions of each piece type, including gross weight;
- f. copy of the commercial invoice (in accordance with clause C2608C, section 4, of the Standard Acquisition Clauses and Conditions Manual) or a copy of the Canada Border Services Agency form CI1, Canada Customs Invoice;
- g. Schedule B codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
- h. North American Free Trade Agreement Certificate of Origin (in accordance with clause C2608C, Section 2) for the U.S. and Mexico only;
- i. full details of dangerous material, as required for the applicable mode of transportation, signed Certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian Dangerous Goods Shipping Regulations and a copy of the material safety data sheet.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, the marking of each piece with a Transportation Control Number and customs documentation.

5. The Contractor must not ship goods before receiving shipping instructions from the DND Inbound Logistics contact.

6. If the Contractor delivers the goods at a place and time that are not in accordance with the given delivery instructions or fail to fulfil reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.



7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later. (Revised D0035C, 11/01/10)

#### **5.4 Palletization - (D6010C, 30/11/07)**

#### **5.5 Wood Packaging Materials - (D2025C, 06/11/13)**

#### **5.5 Packaging Requirement using Specification D-LM-008-036/SF-000**

The Contractor must prepare items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package items in quantities of 1 by package. (D3018C, 25/09/14)

### **6. Contracting Authority**

#### **Carol Wallingford**

Public Services and Procurement Canada, Acquisitions Branch, DMPS  
8C1, Place du Portage, Phase III, 11 Laurier Street, Gatineau, Quebec  
Telephone : (819) 956-1757 Facsimile: (819) 997-0437  
E-mail address: carol.wallingford@tpsgc-pwgsc.gc.ca (XLDV30, 18/04/05)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **7. Payment**

#### **7.1 Basis of Payment**

- 1) PRICE: Firm Unit Price
- 2) QST/HST/GST: Extra, if applicable
- 3) DUTY: Extra, if applicable and payable by the consignee
- 4) \* FCA: Contractor's Plant \_\_\_\_\_

OR

- 5) \* DDP: Destination

\* NOTE: On front page of document and on Line Item Detail page(s) where the term FOB is listed - Read FCA or DDP as applicable. (XLDV34, 18/04/05)

#### **7.2 Discretionary Audit - (C0101C, 11/01/10)**

#### **7.3 Taxes - Foreign-Based Contractors - (C2000C, 30/11/07)**

#### **7.4 Canadian Customs Duties and Sales Tax - Foreign-based Contractor**

Canadian customs duties and sales tax, if applicable, are extra to the Contract Price and payable by Canada. (C2605C, 12/05/08)

#### **7.5 Canadian Customs Documentation**

1. The Contractor must provide two (2) copies of the Canada Customs Invoice (CCI) or two (2) copies of the commercial invoice marked "For Customs Purposes Only".

2. For shipments from the United States and Mexico that are of American, Mexican or Canadian origin, as defined by the North American Free Trade Agreement (NAFTA), and for shipments from Israel that are Israeli in origin, as defined by the Canada-Israel Free Trade Agreement (CIFTA), the Contractor must provide proof of origin of the goods. This proof must be in the form of a NAFTA or CIFTA Certificate of Origin for goods valued at C\$1,600 or more, or a simple statement on the invoice for goods valued at C\$1,600 or less. In either case, the document must include an original signature and must reference the contract number. For contracts valued at C\$250,000 or more, the proof of origin will not be required.

3. The Contractor must not employ commercial customs brokers to custom clear the goods provided under the Contract, unless authorized by the Canadian Material Support Group / Customs, at National Defence Headquarters, telephone: 1-855-210-5149, facsimile: 1-800-306-1811 or 613-971-7333.

#### Completion of Documents

4. The CCI or commercial invoice must include the following information:

- (a) complete description of the goods being shipped, including the applicable United States "Schedule B" codes or United States Harmonized Tariff Schedule codes;
- (b) value and terms of sale for each item (e.g. sale, loan, warranty, Incoterms 2000), including value of repairs, warranty repairs or replacement costs;
- (c) the Contract number and financial codes (use Field 3 on the CCI form);
- (d) country of origin of goods;
- (e) when a NAFTA/CIFTA Certificate of Origin has been prepared, the "Description" field of the CCI or commercial invoice must include a statement confirming that it has been completed and is attached to that invoice.

#### Distribution of Documents

5. The Contractor must attach the following to shipping container No. 1 of all shipments using a waterproof envelope marked "Canada Customs Documentation":

- (a) one (1) copy of the CCI or one (1) copy of the commercial invoice as applicable, and;
- (b) one (1) copy of the NAFTA Certificate of Origin (if applicable).

6. The second copy of each of the above-mentioned forms must be attached to the shipping documents.

7. A copy of the CIFTA Certificate of Origin must be faxed to 1-800-306-1811 or emailed to DCBS Customs@forces.gc.ca. (C2608C, 25/02/15)

**7.6 Priority Rating - Canadian based Contractors - (C2801C, 16/05/11)**

OR

**7.6 Priority Rating - Foreign-based Contractor - (C2800C, 28/01/13)**

## 8. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010A (03/07/15) General Conditions - Goods or Services (Medium Complexity).

### 8.1 Invoice Distribution

1. The Contractor shall submit invoices on its own form, and shall include the following information: the date, name and address of the consignee(s), item number, quantity, part number, reference number and description, contract file, serial numbers and Client Reference Number (CRN). Invoices will be distributed as follows:

(a) The original and one copy to - Consignee

(b) One (1) copy BY EMAIL to:

UPON DELIVERY, please send via EMAIL copy of INVOICE and SHIPPING DETAILS to :  
Carol.Wallingford@pwgsc-tpsgc.gc.ca

**OR BY MAIL TO:**

Public Services and Procurement Canada  
Defence and Major Projects Sector  
Aircraft Spares and Logistic Division, BY Division, 8C1 Place du Portage Phase III,  
11 Laurier Street, Gatineau, Quebec K1A 0S5  
**Attention : Carol Wallingford**

**OR BY FAX TO:** (819) 997-0437, Attention: Carol Wallingford

(c) One (1) copy to:

National Defence Headquarters, MGen George R. Pearkes Building  
101 Colonel By Drive, Ottawa, ON K1A 0K2  
**Attention: DLP 4-4-2-2**

2. Canada will only make payment upon receipt of a satisfactory invoice duly supported by specified release documents and any other documents called for under the Contract.

3. The Contractor shall not submit an invoice prior to shipment of the items to which it relates.  
(XH5001D, 13/12/99)

**8.2 Multiple Payments** - (H1001C, 12/05/08)

**9. Defence Contract** - (A9006C, 16/07/12)