

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 a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet NISO - MOUNTAIN BIKES	
Solicitation No. - N° de l'invitation W8561-160004/A	Date 2015-12-10
Client Reference No. - N° de référence du client W8561-160004	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HS-597-68604
File No. - N° de dossier hs597.W8561-160004	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-20	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Bourassa, Chantal	Buyer Id - Id de l'acheteur hs597
Telephone No. - N° de téléphone (873)469-3362 ()	FAX No. - N° de FAX (819)956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Financial 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 Annex A - Pricing, Annex B - Statement of Requirement and Annex C – Quarterly Report Usage and Annex D – Mandatory Technical Criteria and Bid Technical Evaluation.

1.2 Summary

The Department of National Defence (DND), National Cadets & Junior Canadian Rangers Support Group (Natl CJRC Sp Gp) has a requirement to establish a National Individual Standing Offer (NISO) for the procurement of mountain bikes and ancillary items such as but not limited to saddle, handlebar, brake levers, shifters, pedals, chain, tires, detailed picture of the mountain bike, list of maintenance tools and the replacement technical specifications for spare parts and maintenance schedule as detailed in Annex B – Statement of Requirement and in Annex A – Pricing.

The mountain bikes will be used in backcountry hard trail by male and female adolescent (14-18 years old) riders from novice to moderately experienced across Canada.

The requirement will be for an initial period from the issuance of the NISO to March 31, 2017, with an option to extend the offer by three (3) additional periods of one (1) year under the same terms and conditions.

Any resulting Standing Offer shall be for delivery requirement to locations within Canada, including locations within Comprehensive Land Claims Settlement Areas (CLCSA's).

This requirement is subject to Ta'an Kwach'an Council Final Agreement.

The delivery points are: RCSU Atlantic, Shearwater, NS, RCSU Central, Borden, Ont, RCSU East, Valcartier, Qc, RCSU Pacific, Vernon, BC, RCSU North-West, Calgary AB and RCSU North-West, Whitehorse, Yukon Territory.

Example of a first delivery schedule and approximate quantities from date of issuance of the Standing Offer to March 31, 2016:

RCSU Atlantic, Shearwater, NS,	approximate quantity: 20
RCSU Central, Borden, Ont,	approximate quantity: 80
RCSU East, Valcartier, Qc,	approximate quantity: 20
RCSU Pacific, Vernon, BC,	approximate quantity: 50
RCSU North-West, Calgary AB	approximate quantity: 22
RCSU North-West, Whitehorse, Yukon Territory.	approximate quantity: 05

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement, the North American Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Panama Free Trade Agreement and the Agreement on Internal Trade.

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

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.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

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

2.3. Enquiries - Request for Standing Offers

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

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

2.4. Applicable Laws

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

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 (two (2) hard copies)
- Section II: Financial Offer (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (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.

1. Equivalent Products

- 1. Products that are equivalent in form, fit, function, quality and performance to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - (a) designates the brand name and model and/or part number and NSCM/CAGE of the substitute product;
- 2. Products offered as equivalent in form, fit, function, quality and performance will not be considered if:
 - (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.

3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to provide technical information demonstrating the equivalency (e.g. Drawing, specifications, engineering reports and/or test reports), or to demonstrate that the substitute product is equivalent to the item specified in the bid solicitation, at the sole cost of bidders, within three (3) business days (or other delay specified herein) of the request. If the bidder fails to provide the requested information within the specified delay, Canada may declare the bid non-responsive.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment specified in Part 7B and at Annex A – Pricing. The total amount of Applicable Taxes must be shown separately.

Offerors must complete Annex A – Pricing and submit it with their offer.

Offerors must submit firm prices, for all years and all destinations, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and applicable.

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 Risk Mitigation

1. The Offeror may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Offeror claims for an exchange rate adjustment, this request must be clearly indicated in the offer at time of bidding. The Offeror must submit form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments before issuance of a standing offer, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.

2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Offeror and which are to be included in the adjustment amount.

3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).

4. At time of bidding, the Offeror must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#) , for each line item where they want to invoke the exchange rate fluctuation provision. Where offers are

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evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.

5. Alternate rates or calculations proposed by the Offeror will not be accepted for the purposes of this exchange rate fluctuation provision.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

Canada requests that offerors submit the following information:

3.1.3 Delivery

While the first delivery is requested on or before March 31, 2016 from receipt of a call-up document against the Standing Offer, the best delivery that could be offered is as follows:

First delivery by _____ from receipt of a call-up against the Standing Offer.

Delivery for call-up receipt after March 31, 2016

While delivery is requested within thirty (30) calendar days from receipt of a call-up document against the Standing Offer, the best delivery that could be offered is as follows:

Within _____ weeks/calendar days from receipt of a call-up against the Standing Offer.

3.1.4 Supplier's Representatives

Canada requests that Bidders provide information for the contact person responsible for:

General enquiries

Name:

Telephone No:

Facsimile No:

E-mail address:

Delivery follow-up

Name:

Telephone No:

Facsimile No:

E-mail address:

3.1.5 After Sales Service – RCSU Atlantic, Shearwater, NS

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____

Address: _____

Telephone No.: _____

3.1.5.1 After Sales Service – RCSU Central, Borden, Ont

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____

Address: _____

Telephone No.: _____

3.1.5.1.2. After Sales Service – RCSU East, Valcartier, Qc

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____

Address: _____

Telephone No.: _____

3.1.5.1.3. After Sales Service – RCSU Pacific, Vernon, BC,

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____

Address: _____

Telephone No.: _____

3.1.5.1.4. After Sales Service – RCSU North-West, Calgary, AB

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____

Address: _____

Telephone No.: _____

3.1.5.1.5. After Sales Service – RCSU North-West, Whitehorse, Yukon Territory

Canada requests that the Bidder provide the names, addresses and telephone numbers of their dealers and/or agents authorized to provide after sales service, maintenance and warranty repairs, and a full range of repair parts for the vehicle/equipment offered. The Bidder should show the distance between

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the delivery location and the authorized dealer and/or agent and the delivery location, which should not be more than 100 kilometres.

Distance between the delivery location and the dealer and/or agent: _____ km

Name: _____

Address: _____

Telephone No.: _____

3.1.6 Manufacturer's Standard Warranty Period

Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the vehicle/equipment and its component that exceeds the minimum warranty period of twelve (12) months. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for component/sub-assemblies will form part of the proposed contract.

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 Evaluation Criteria

Offerors must submit, with their offer the completed Annex D – Mandatory Technical Criteria and Bid Technical Evaluation.

Offerors must meet all mandatory evaluation criteria detailed in Annex D.

4.1.1.2 Substitutes and/or Alternatives

Bidders proposing substitutes and/or alternatives must provide with their bid, all the information as detailed in Part 3, Section 1, - Substitutes and Alternatives to be considered for evaluation.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Evaluation Criteria

Offerors must submit their financial offer in accordance with the Basis of Payment specified in Part 7B and at Annex A – Pricing. The total amount of Applicable Taxes must be shown separately.

Offerors must quote a price for all years and all destinations included in Annex A – Pricing.

4.1.2.1.1 Aggregate Price Determination

Offers will be evaluated on an aggregate price basis for all years and all destinations.

The evaluated aggregate price per item will be determined in accordance with Annex A – Pricing.

4.2 Basis of Selection

An offer must comply with all requirements of the Request for Standing Offer including the technical and financial evaluation criteria to be declared responsive. The responsive offer with the lowest aggregate evaluated price, for all years and all destinations, 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

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

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to the issuance of a Standing Offer.

5.2.3.1 Product Conformance

The Offeror certifies that all vehicles/equipment proposed conform, and will continue to conform throughout the duration of the standing offer, to all technical specifications of the statement of requirement.

This certification does not relieve the offer from meeting all mandatory technical evaluation criteria detailed in Part 4.

Offeror's authorized representative signature

Date

5.2.3.2 General Environmental Criteria Certification

The Offeror must select and complete one of the following two certification statements.

- A) The Offeror certifies that the Offeror is registered or meets ISO 14001.

Offerors' Authorized Representative Signature

Date

Or

- B) The Offeror certifies that the Offeror meets and will continue to meet throughout the duration of the Standing Offer, a minimum of four (4) out of six (6) criteria identified in the table below.

The Offeror must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Offerors' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

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Bidders' Authorized Representative Signature

Date

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PART 6 - FINANCIAL REQUIREMENTS

6.1 Financial Capability

SACC Manual clause M9033T (2011-05-16) Financial Capability

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 Annex B - Statement of Requirement and as detailed in Annex A – Pricing.

The Offeror must supply Mountain Bike across Canada, including the locations within Comprehensive Land Claims Agreements (CLCA), on an as-and-when requested basis.

7.2 Security Requirements

- 7.2.1 There is no security requirement applicable to this Standing Offer.

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 C. 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 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 March 31, 2017.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three additional period one (1) year, from April 1st 2017 to March 31, 2018, April 1st 2018 to March 31,

2019 and from April 1st 2019 to March 31, 2020 under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority sixty (60) calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chantal Bourassa
Supply Officer
Public Services and Procurement Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
"HS" Division
Place du Portage, Phase III, 7B1
11 Laurier Street
Gatineau, QC K1A 0S5
Telephone : 873-469-3362
Facsimile: 819-956-5227
E-mail address: chantal.bourassa@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 Procurement Authority

The Procurement Authority for the Standing Offer is:

To be inserted by PSPC

DLP
National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone:
Facsimile:
E-mail address:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Technical Authority

The Technical Authority for the Standing Offer is:

Standing Offer No. - N° de l'offre à commandes
W8561-160004/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hs597

Client Ref. No. - N° de réf. du client
W8561-160004

File No. - N° du dossier
hs597

CCC No./N° CCC - FMS No./N° VME

To be inserted by PSPC
National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Telephone:
Facsimile:
E-mail address:

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

7.5.3 Offeror's Representative

General enquiries

Name: to be inserted by PSPC

Telephone No.: _____

Facsimile No. : _____

E-mail address: _____

Delivery follow-up

Name: to be inserted by PSPC

Telephone No. : _____

Facsimile No. : _____

E-mail address: _____

7.5.4 After Sales Service – RCSU Atlantic, Shearwater, NS

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PSPC km

Name:

Address:

Telephone Number:

7.5.4.1 After Sales Service – RCSU Central, Borden, Ont

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PSPC km

Name:

Address:

Telephone Number:

7.5.4.2 After Sales Service – RCSU East, Valcartier, Qc

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PSPC km

Standing Offer No. - N° de l'offre à commandes
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Amd. No. - N° de la modif.

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W8561-160004

File No. - N° du dossier
hs597

CCC No./N° CCC - FMS No./N° VME

Name:
Address:
Telephone Number:

7.5.4.3 After Sales Service – RCSU Pacific, Vernon, BC

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PSPC km

Name:
Address:
Telephone Number:

7.5.4.4 After Sales Service – RCSU North-West, Calgary, AB

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PSPC km

Name:
Address:
Telephone Number:

7.5.4.5 After Sales Service – RCSU North-West, Whitehorse, Yukon Territory

The following dealer and/or agent is authorized to provide after sales service, maintenance and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

Distance between the delivery location and the dealer and/or agent: to be inserted by PSPC km

Name:
Address:
Telephone Number:

7.6 Identified Users

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

7.7 Call-up Instrument

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

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included). All individual call-ups against the Standing Offer exceeding \$100,000.00 (Applicable Taxes included) will be forwarded to PSPC for authorization.

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 inserted by PSPC)\$_____** (*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, apply to and form part of the Standing Offer;.
- d) the general conditions 2010A (2015-09-03), General Conditions - Goods (Medium Complexity);
- e) Annex A - Pricing;
- f) Annex B – Statement of Requirement;
- g) Annex C – Quaterly Report Usage;
- h) the Offeror's offer dated _____, "as amended on _____".

7.11 Certifications

7.11.1 Compliance

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

7.12 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 Ontario.

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 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer and as detailed in Annex B – Statement of Requirement and at Annex A - Pricing.

7.1.1 Technical Changes, Substitutes and Alternatives

Any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function, quality and performance to what is being replaced and must be at no additional cost to Canada. Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the substitute or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

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 (2015-07-03) will not apply to payments made by credit cards.

Section 09 entitled Warranty of General Conditions 2010A is amended as follows:

At subsection 1, delete the following: "The warranty period will be twelve (12) months" and replace with the following: "The warranty period will be twelve (12) months, or 2,000 hours of usage, whichever comes first".

Delete subsection 2 in its entirety and replace with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

7.3 Term of Contract

7.3.1 Delivery Date

The first delivery must be made by **TO BE INSERTED BY PSPC** from receipt of a call-up document against the Standing Offer.

Delivery for call-up receipt after March 31, 2016

Delivery must be made within **TO BE INSERTED BY PSPC** calendar days from receipt of a call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm price(s) specified in Annex A - Pricing, and as follows:

7.4.1.1 Basis of Payment (BOP) Type 1

Firm lot prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

7.4.1.1 Exchange Rate Fluctuation Adjustment

1. The foreign currency component (FCC) is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuation. The FCC should include all related taxes, duties and other costs paid by the Contractor and which are to be included in the adjustment amount.

2. For each line item where a FCC is identified, Canada assumes the risks and benefits for exchange rate fluctuation, as shown in the Basis of Payment. For such items, the exchange rate fluctuation amount is determined in accordance with the provision of this clause.

3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provisions in the contract. The exchange rate adjustment amount will be calculated in accordance with the following formula:

$$\text{Adjustment} = \text{FCC} \times \text{Qty} \times (i_1 - i_0) / i_0$$

where formula variables correspond to:

FCC

Foreign Currency Component (per unit)

i_0

Initial exchange rate (CAN\$ per unit of foreign currency [e.g. US\$1])

i_1


exchange rate for adjustments (CAN\$ per unit of foreign currency [e.g. US\$1])


Qty

quantity of units

4. The initial exchange rate is typically set as the noon rate as published by the Bank of Canada on the solicitation closing date.

5. For goods, the exchange rate for adjustment will be the noon rate as published by the Bank of Canada on the date the goods were delivered. For services, the exchange rate for adjustment will be the noon rate on the last business day of the month for which the services were performed. For advance payments, the exchange rate for adjustment will be the noon rate on the date the payment was due. The most recent noon rate will be used for non-business days.

6. The Contractor must indicate the total exchange rate adjustment amount (either upward, downward or no change) as a separate item on each invoice or claim for payment submitted under the Contract. Where an adjustment applies, the Contractor must submit with their invoice form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments.

7. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form [PWGSC-TPSGC 450](#)  (i.e. $[i_1 - i_0] / i_0$).

8. Canada reserves the right to audit any revision to costs and prices under this clause.

7.4.2 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of Price	2011-05-16
H1001C	Multiple Payments	2008-05-12

7.4.3 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
2. Invoices cannot be submitted before delivery, inspection and acceptance of the vehicle/equipment/service.
3. The Applicable Taxes must be calculated on the total amount of the invoice before the holdback is applied. At the time the holdback is claimed, there will be no taxes payable as they were claimed and payable under the previous invoice for the vehicle/equipment/service.
4. Upon delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor can submit an invoice for the release of the holdback.
5. Each invoice must be supported by:
 - (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
6. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
7. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the same address as the destination specified in the call-up against the Standing Offer for acceptance and payment.

7.6 Insurance Requirements

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

7.7 SACC Manual Clauses

SACC Reference	Title	Date
A1009C	Work Site Access	2008-05-12
A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian Contractors	2011-11-27
D5545C	ISO 9001:2008 Quality Management Systems - Requirements (QAC C)	2010-08-16

7.8 Inspection and Acceptance

The Technical Authority or his representative 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 requirement 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.

7.9 Preparation for Delivery

1. The equipment shall be fully assembled or the Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all equipment delivered. The assembly/preparation must be performed at no additional cost to Canada.
2. All equipment are to be delivered by appointment only. Any attempt by the carrier to deliver the vehicles/equipment without an appointment may be refused. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable, to pay for any additional costs.

7.10 Shipping Instructions

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... at destination). Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.
2. The Contractor must deliver the goods at destination by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the contact for shipping at the appropriate location shown in call-up against the Standing Offer. The consignee may refuse shipments when prior arrangements have not been made.

7.11 Post-Contract Award Meeting

Within ten (10) calendar days from the effective date of issuance of the Standing Offer, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after issuance of the Standing Offer to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

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7.12 Interchangeability

Unless changes during the production run are authorized by the Contracting Authority, all vehicles/equipment supplied against any one item of a contract must be the same make and model, and all like assemblies, sub-assemblies and parts must be interchangeable.

ANNEX A - PRICING

The Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000), in accordance with Part 7B, Basis of Payment Type 1. Canadian Custom Duties, Excise Taxes included where applicable and Applicable Taxes extra.

The Contractor must deliver the mountain bike and ancillary items such as but not limited to saddle, handlebar, brake levers, shifters, pedals, chain, tires, detailed picture of the mountain bike, list of maintenance tools and the replacement technical specifications for spare parts and maintenance schedule as detailed in Annex B – Statement of Requirement.

Manufacturer: (to be inserted by PSPC) Model: (to be inserted by PSPC)

The estimated quantities herein are estimates only for evaluation purposes and do not represent Canada's actual requirement.

Period of the Standing Offer	Delivery Point - A RCSU Atlantic 12 Wing Shearwater Building 4, Lower Base 48 Cadet Road Stn Main, Shearwater, NS BOJ 3A0	Firm Prices	Estimated Quantity per year – for evaluation purpose only
1 st firm year Date of SO to 2016-03-31		\$	20
2 nd firm year From 2016-04-01 to 2017-03-31		\$	11
1 st extended period From 2017-04-01 to 2018-03-31		\$	11
2 nd extended period From 2018-04-01 to 2019-03-31		\$	11
3 rd extended period From 2019-04-01 to 2020-03-31		\$	11

Period of the Standing Offer	Delivery Point - B RCSU Central RCSU (C) HQ 146 Hangar Road 7 Hangar CFB Borden Borden Ontario LOM 1C0	Firm Prices	Estimated Quantity per year – for evaluation purpose only
1 st firm year Date of SO to 2016-03-31		\$	80
2 nd firm year From 2016-04-01 to 2017-03-31		\$	12
1 st extended period From 2017-04-01 to 2018-03-31		\$	12
2 nd extended period From 2018-04-01 to 2019-03-31		\$	12
3 rd extended period From 2019-04-01 to 2020-03-31		\$	12

Period of the Standing Offer	Delivery Point - C URSC Est RCSU(E) - CTC Valcartier Bâtisse CC118 Garnison Valcartier CP 1000, succursale Forces Courcellette, Qc G0A 4Z0	Firm Prices	Estimated Quantity per year – for evaluation purpose only
1 st firm year Date of SO to 2016-03-31		\$	20
2 nd firm year From 2016-04-01 to 2017-03-31		\$	11
1 st extended period From 2017-04-01 to 2018-03-31		\$	11
2 nd extended period From 2018-04-01 to 2019-03-31		\$	11
3 rd extended period From 2019-04-01 to 2020-03-31		\$	11

Period of the Standing Offer	Delivery Point - D RCSU Pacific CTC Vernon Vernon Military Camp LSC Bulding B3 3100 – 15 Avenue Vernon, BC V1T 0A6	Firm Prices	Estimated Quantity per year – for evaluation purpose only
1 st firm year Date of SO to 2016-03-31		\$	50
2 nd firm year From 2016-04-01 to 2017-03-31		\$	11
1 st extended period From 2017-04-01 to 2018-03-31		\$	11
2 nd extended period From 2018-04-01 to 2019-03-31		\$	11
3 rd extended period From 2019-04-01 to 2020-03-31		\$	11

Period of the Standing Offer	Delivery Point - E RCSU North-West CTC Rocky Mountain National Defence Sir Arthur Currie Bldg 4225 Crowchild Trail SW Calgary, AB T3E 1T8	Firm Prices	Estimated Quantity per year – for evaluation purpose only
1 st firm year Date of SO to 2016-03-31		\$	22
2 nd firm year From 2016-04-01 to 2017-03-31		\$	11
1 st extended period From 2017-04-01 to 2018-03-31		\$	11
2 nd extended period From 2018-04-01 to 2019-03-31		\$	11
3 rd extended period From 2019-04-01 to 2020-03-31		\$	11

Period of the Standing Offer	Delivery Point - F RCSU North-West CTC Whitehorse Dept of National Defence CSG Whitehorse / WCTC 45 Fireweed Drive Whitehorse, Yukon Territory Y1A 5T8	Firm Prices	Estimated Quantity per year – for evaluation purpose only
1 st firm year Date of SO to 2016-03-31		\$	5
2 nd firm year From 2016-04-01 to 2017-03-31		\$	11
1 st extended period From 2017-04-01 to 2018-03-31		\$	11
2 nd extended period From 2018-04-01 to 2019-03-31		\$	11
3 rd extended period From 2019-04-01 to 2020-03-31		\$	11

Example:
Aggregate Price Determination

Delivery Point - A

1st Firm Year = \$500.00 x 20 = \$10,000.00

2nd firm year = \$510.00 x 11 = \$5,610.00

1st extended period = \$520.00 x 11 = \$5,720.00

2nd extended period = \$530.00 x 11 = \$5,830.00

3rd extended period = \$540.00 x 11 = \$5,940.00

\$10,000.00 + \$5,610.00 + \$5,720.00 + \$5,830.00 + \$5,940.00 = \$33,100.00

Delivery Point - B

1st Firm Year = \$500.00 x 80 = \$40,000.00

2nd firm year = \$510.00 x 12 = \$6,120.00

1st extended period = \$520.00 x 12 = \$6,240.00

2nd extended period = \$530.00 x 12 = \$6,360.00

3rd extended period = \$540.00 x 12 = \$6,480.00

\$40,000.00 + \$6,120.00 + \$6,240.00 + \$6,360.00 + \$6,480.00 = \$65,200.00

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Delivery Point - C

1st Firm Year = \$500.00 x 20 = \$10,000.00

2nd firm year = \$510.00 x 11 = \$5,610.00

1st extended period = \$520.00 x 11 = \$5,720.00

2nd extended period = \$530.00 x 11 = \$5,830.00

3rd extended period = \$540.00 x 11 = \$5,940.00

$\$10,000.00 + \$5,610.00 + \$5,720.00 + \$5,830.00 + \$5,940.00 = \$33,100.00$

Delivery Point - D

1st Firm Year = \$500.00 x 50 = \$25,000.00

2nd firm year = \$510.00 x 11 = \$5,610.00

1st extended period = \$520.00 x 11 = \$5,720.00

2nd extended period = \$530.00 x 11 = \$5,830.00

3rd extended period = \$540.00 x 11 = \$5,940.00

$\$25,000.00 + \$5,610.00 + \$5,720.00 + \$5,830.00 + \$5,940.00 = \$48,100.00$

Delivery Point - E

1st Firm Year = \$500.00 x 22 = \$11,000.00

2nd firm year = \$510.00 x 11 = \$5,610.00

1st extended period = \$520.00 x 11 = \$5,720.00

2nd extended period = \$530.00 x 11 = \$5,830.00

3rd extended period = \$540.00 x 11 = \$5,940.00

$\$11,000.00 + \$5,610.00 + \$5,720.00 + \$5,830.00 + \$5,940.00 = \$34,100.00$

Delivery Point - F

1st Firm Year = \$500.00 x 5 = \$2,500.00

2nd firm year = \$510.00 x 11 = \$5,610.00

1st extended period = \$520.00 x 11 = \$5,720.00

2nd extended period = \$530.00 x 11 = \$5,830.00

3rd extended period = \$540.00 x 11 = \$5,940.00

$\$2,500.00 + \$5,610.00 + \$5,720.00 + \$5,830.00 + \$5,940.00 = \$25,600.00$

Calculation of the aggregate price

	Aggregate price per delivery point
Delivery Point - A	\$33,100.00
Delivery Point - B	\$65,200.00
Delivery Point - C	\$33,100.00
Delivery Point - D	\$48,100.00
Delivery Point - E	\$34,100.00
Delivery Point - F	\$25,600.00
Total aggregate price	\$239,200.00

The total evaluated aggregate price would be: \$239,200.00

ANNEX B – STATEMENT OF REQUIREMENT

FOR

NATIONAL CADETS AND JUNIOR CANADIAN RANGERS SUPPORT GROUP MOUNTAIN BIKES

REQUIREMENT

1. A requirement exists for the Department of National Defence (DND), National Cadets & Junior Canadian Rangers Support Group (Natl CJRC Sp Gp) to have a Standing Offer Agreement (SOA) in place that will allow the procurement of approximately 197 mountain bikes in the initial acquisition and an annual average life cycling requirement of 67 mountain bikes. These mountain bikes will be used in backcountry hard trail by male and female adolescent (14-18) riders from novice to moderately experienced across Canada.

BACKGROUND

2. The use of mountain bikes is an important part of the training curriculum delivered to the expedition Cadet program in accordance with the Cadet Administration and Training Order 40-01 (Cato 40-10). Cadet training is primarily focused on outdoor activities derived from the Canadian Army and civilian outdoor community. Various performance objectives require the use of mountain bikes on the expedition cadet program. These expedition activities are either conducted locally or during weekend exercises (several days) or at Cadet Training Centre (CTC) during the summer period. Weather conditions could be less than optimal during usage.

COMPONENT SPECIFICATION

3. Each mountain bike unit must, as a minimum, have the following physical and performance attributes:
 - a. Frame Sizes – variety in frame sizes;
 - i. XS - 13.5" to 14.5",
 - ii. S - 15" to 16",
 - iii. M - 16.5" to 17.5",
 - iv. L - 18" to 20",
 - v. XL - 21" to 23" ;
 - b. Frame – minimum 7005 or 6061 aluminium or equivalent. Must be lightweight and durable aluminum butted tubing;
 - c. Front Fork – must have adjustable shock absorbers with 80 mm to 100 mm of suspension travel and be lock-out capable;
 - d. Wheelset – must have double-wall rims;
 - e. Wheel size – must be 27.5" or 29";
 - f. Tires – must be suitable for use on all kinds of terrain (single track, double track, paved/unpaved paths and roads),
 - g. Shift Lever – minimum 8-speed Shimano Deore or equivalent;
 - h. Derailleur Front – minimum Shimano Deore or equivalent;
 - i. Derailleur Rear – minimum Shimano Deore with 'shadow-type' profile or equivalent;
 - j. Brakes (Front & Rear) – must be mechanical disk or hydraulic disk. Minimum Shimano Deore or equivalent;
 - k. Seat post – minimum must be of alloy with 2-bolt head, micro-adjust;

- l. Pedals – must be made primarily of alloy with reflectors;
- m. Crankset – minimum Shimano Deore or equivalent;
- n. Bottom bracket – minimum Shimano Deore or equivalent; and
- o. Cassette – minimum 8-speed Shimano Deore or equivalent.

ADDITIONAL REQUIREMENTS

- 4. The make/model shall include all other parts required for a safe use such as, but not limited to: saddle, handlebar, brake levers, shifters, pedals, chain, tires, etc
- 5. A detailed picture of the Mountain bike.
- 6. The make/model of the mountain bike must be such that it is extremely durable and relatively low-maintenance.
- 7. The provider shall provide a list of the required maintenance tools and the replacement technical specifications so spare parts may be ordered.
- 8. The provider shall provide a maintenance schedule.

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ANNEX D – MANDATORY TECHNICAL CRITERIA and Bid Technical Evaluation.

Purpose

This document outlines the Mandatory Technical Criteria which. All mandatory requirements shall be met.

a. Mandatory requirements:

	Mandatory requirements	Comply Yes/No	Cross-Reference to Bid document (page/paragraph)
M-1	A detailed picture of the Mountain Bike		
M-2	A list of the required maintenance tools and the replacement technical specifications		

b. Mandatory component specifications:

Components	Specification	Comply Yes/No	Cross-Reference to Bid document (page/paragraph)
Frame	Minimum 7005 or 6061 aluminium or equivalent		
Frame size	Frame size as identified in 6 (a)		
Front Fork	Adjustable shock absorbers with 80 mm to 100 mm of suspension travel and be lock-out capable		
Wheelset	Must have double-wall rims		
Wheel size	Must be 27.5" or 29"		
Tires	Must be suitable for use on all kinds of terrain (single track, double track, paved/unpaved paths and roads)		
Shift Lever	Minimum 8-speed Shimano Deore or equivalent		
Derailleur Front	Minimum Shimano Deore or equivalent		
Derailleur Rear	Minimum Shimano Deore with 'shadow-type' profile or equivalent;		

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Components	Specification	Comply Yes/No	Cross-Reference to Bid document (page/paragraph)
Brakes (Front & Rear)	Must be mechanical disk or hydraulic disk. Minimum Shimano Deore or equivalent;		
Seat post	Minimum must be of alloy with 2-bolt head, micro-adjust;		
Pedals	Must be made primarily of alloy with reflectors		
Crankset	Minimum Shimano Deore or equivalent		
Bottom bracket	Minimum Shimano Deore or equivalent		
Cassette	Minimum 8-speed Shimano Deore or equivalent.		

Indicate the manufacturer _____ and the model offered _____