



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
1550 Avenue d'Estimauville
1550 D'Estimauville Avenue
Québec
Québec
G1J 0C7

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
TPSGC - PWGSC
601 - 1550 Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet RISO-DND Bulk Oils & Lubricants	
Solicitation No. - N° de l'invitation W0106-15R191/A	Date 2015-12-21
Client Reference No. - N° de référence du client W0106-15R191	
GETS Reference No. - N° de référence de SEAG PW-\$QCW-026-16648	
File No. - N° de dossier QCW-5-38056 (026)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-01	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Perron, Jonathan	Buyer Id - Id de l'acheteur qcw026
Telephone No. - N° de téléphone (418) 649-2838 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 5E BATAILLON DES SERVICES DU CANADA PHIL, ÉDIFICE 260 GARNISON VALCARTIER COURCELETTE Québec G0A4Z0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée VOIR DOC	Delivery Offered - Livraison proposée
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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TITLE: Regional Individual Standing Offers (RISO) – DND Bulk Oils and Lubricants.

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 | 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 the **Requirement (Annex A), the Price List (Annex B),**

1.2. Summary

- (i) The Department of National Defence (DND) requires the services of a contractor, on an as-ordered basis, the provision of various bulk petroleum products, including motor oil and transmission oil, to maintain DND's fleet of commercial and military vehicles, Valcartier Garrison, Quebec, according with specifications described at **Annex A – Requirement and Annex B – Price List**.
- (ii) This requirement is for DND, Petroleum, oils and lubricants (POL) section, of 5 Canadian Service Battalion, Valcartier Garrison, Quebec
- (iii) A standing offer will be issued for an estimate value of \$240 000.00, excluding taxes, for a two-year period.
- (iv) Standing Offer Period: The standing offer will be in effect from the date of the Standing Offer, to January 31, 2018, with the possibility of one (1) optional period of one (1) year.
- (v) 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: sixty (60) days
Insert: one hundred twenty (120) days

2.2. Submission of Offers

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

You can also submit your bid by facsimile at (1) 418-648-2209, by the date, time and place indicated on page 1 of the bid solicitation.

Once your offer has been completed and transmitted by mail or facsimile, a copy of **the Annex B – Price List** (excel file), has to be sent, by e-mail, to the following address:

QueReceptionSoumissionsQc.QueSupplyTendersReceptionQc@pwgsc-tpsgc.gc.ca

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;

- b. conditions of the lump sum payment incentive
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted **in writing** to the Standing Offer Authority; jonathan.perron@tpsgc-pwgsc.gc.ca 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.

2.5. 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 Quebec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy) and one electronic copy of the **Annex B, Price List** in Excel format to the following e-mail address:

QueReceptionSoumissionsQc.QueSupplyTendersReceptionQc@pwgsc-tpsgc.gc.ca

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. **The bidder must include with its proposal the datasheets of the products offered.**

Section II: Financial Offer

Offerors must submit their financial offer in Canadian dollar, in accordance with **Annex B – Price List**. The total amount of Applicable Taxes must be shown separately. **Offerors must provide a price for each item and for each period of the Annex B - Price List**

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3.1.1 Exchange Rate Fluctuation

[Exchange Rate Fluctuation \(2013-11-06\) C3011T](#)

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

The Offeror must provide the following information in its technical proposal;

a) Data sheets: The bidder must include with its proposal the datasheets of the products offered. **The bidder must clearly demonstrate how the proposed equipment complies to all technical specifications and products descriptions detailed at Annex B- Price List.**

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

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

Offerors **must** fill out **Annex B – Price List**. Offerors must provide a price for each item and for each period of the Annex B – Price List.

4.1.2.2 Evaluation of Bids

For Evaluation Purposes only, the price of the offer will be established as follows:

For all firm unit price referred in **Annex B – Price List**: firm unit price will be multiplied by approximate quantities. The totals for each year will then be added together to yield a total evaluation amount for all periods combined.

4.1.3 Firm Price and/or Rates

SACC Manual Clause [Firm Price and/or Rates \(2007-05-25\) M0019T](#)

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer. FOB Destination, all costs of transportation, delivery and unloading included. Customs duties are included and applicable taxes are extra.

4.2. Basis of Selection

SACC Manual Clause [Basis of Selection \(2007-05-25\) M0069T](#)

An offer must comply with all the requirements of the Request for Standing Offers and **Mandatory Technical Criteria (4.1.1.1)** to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated 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 in carrying out any of its obligations under any resulting contracts, 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 may render the Offer non-responsive, may 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>), 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.

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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.

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PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1. Offer

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

6.2. Security Requirement

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.

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 from the date of the Standing Offer to January 31, 2018.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional period, from February 1, 2018, to January 31, 2019, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jonathan Perron

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Telephone: 418-649-2838

Facsimile: 418-648-2209

E-mail address: jonathan.perron@tpsgc-pwgsc.gc.ca

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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

Name: _____

Title: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6.6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are the designated DND representatives on duty at the POL Section at Building 260, 5 Canadian Service Battalion, Valcartier Garrison.

6.8. 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.

6.9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

6.10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$240,000.00 (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 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.

6.11 Price Adjustment - Petroleum Products

- 1- The prices detailed in the Contract are subject to upward or downward to allow for:
 - a) changes due to price adjustment in petroleum products that are a direct result of increased or decreased prices imposed by the petroleum producer. A copy of the Contractor's notification of price increase or decrease from the petroleum producer must be provided to the Contracting Authority; and/or
 - b) imposition of any new or changes to any existing levies, tariffs or fees of whatsoever nature applicable to any petroleum product, authorized, imposed or agreed to by Canada or any provincial government or by any Governmental Regulatory Authority.
- 2- The Contract will be amended to reflect the actual price of the increase or decrease at time of delivery. The Contractor must not invoice at prices other than those specified in the Contract.

6.12. 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) Annex A, Requirement
- e) Annex B, Price List;
- f) the Offeror's offer dated _____ (*insert date of offer*),

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6.13. Certifications

6.13.1 Compliance

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

knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

6.14. 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 Quebec.

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

[2010C \(2015-09-03\)](#), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3. Term of Contract

6.3.1 Delivery Date

The delivery must be completed in accordance with the call-up against the Standing Offer. If the product is available, it shall be delivered within seven (7) business days of receiving a request or order. The supplier must be able to supply urgent orders, on occasion, within 48 hours, ie, two (2) working days.

6.4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.5. Payment

6.5.1 Basis of Payment

Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in **Annex B – Price List**. FOB Destination, all costs of transportation, delivery and unloading included. 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.

6.5.2 Multiple payments

SACC Manual clause [Multiple Payments \(2008-05-12\) H1001C](#)

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6.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions, as follows:

Ministère de la Défense Nationale
5^e Bataillon des Services du Canada
PHL, Édifice 260
Garnison Valcartier
Courcelette, Québec
G0A 4Z0

Invoices cannot be submitted until all work identified in the invoice is completed.

6.7 Insurance

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

6.8 SACC Manual Clauses

[Defence Contract \(2012-07-16\) A9006C](#)
[Delivery and Unloading \(2007-11-30\) D0018C](#)
[Canadian Forces Site Regulations \(2011-05-16\) A9062C](#)
[Excess Goods \(2006-06-16\) B7500C](#)
[Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance \(2014-09-25\) D3015C](#)

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ANNEX A- REQUIREMENT

Regional Individual Standing Offers (RISO) – DND Bulk Oils and Lubricants.

DEPARTMENT OF NATIONAL DEFENCE (DND)
5 CANADIAN SERVICE BATTALION (5 SVC BN) – CFB VALCARTIER

SUBJECT

1. The purpose of this document is to provide general and specific requirements for the provision of various bulk petroleum products, including motor oil and transmission oil.

BACKGROUND

2. The petroleum, oils and lubricants (POL) section of 5 Canadian Service Battalion is mandated to supply the various units of Valcartier Garrison with the products required to maintain DND's fleet of commercial and military vehicles.

DESCRIPTION OF REQUIREMENT

3. Supply the different points of service listed below, as and when required, with the petroleum products described at Annex "B" attached - List of Products and Price List. All in accordance with the requisite military standards and specifications for each requested product.

a)	Building 110:	Transport Coy		h)	Buildings 621 et 622	430 Tac H Sqn
b)	Building 314:	1 R22eR		i)	Building 103:	5 Fd Amb
c)	Building 313:	2 R22eR		j)	Building 310:	12 RBC
d)	Building 366:	3 R22eR		k)	Building 324:	5 Cdn Svc Bn
e)	Building 312:	HQ & Sigs		l)	Building 367:	5 Cdn Svc Bn
f)	Building 323:	5 CER		m)	Building CSEM3	LFQATC
g)	Building 362:	5 RALC				

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GENERAL

Responsibilities and Delivery Deadlines

4. Call ups against this Standing Offers may be placed with the supplier only by the designated DND representatives on duty at the POL Section at Building 260, 5 Canadian Service Battalion, Valcartier Garrison.
5. The supplier shall inform the designated DND authority as to the product's availability within 24 hours of receiving a request for information or an order.
6. If the product is available, it shall be delivered within seven (7) business days of receiving a request or order. The supplier must be able to supply urgent orders, on occasion, within 48 hours, ie, two (2) working days.
7. Working days are from Monday to Friday, including construction industry holidays, but excluding statutory holidays.
8. Statutory holidays are as follows: New Year's Day, Good Friday, Easter Monday, Victoria Day, St. Jean-Baptiste Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.
9. Regular hours are from 7:30 am to 4:00 pm on working days.
10. If requested, the supplier must provide fact sheets and certificates of analysis showing compliance with the specification for each of the products in Annex "B".
11. The supplier must be able to supply all the products requested in Annex "B".

Order Instructions

12. The quantities supplied shall not exceed those described in the call-up against a standing offer. Partial or incomplete deliveries shall not be accepted without the consent of the DND representative.

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ANNEX "B" – PRICE LIST

(See attached Excel file)

*Offerors **must** fill out **Annex B – Price List**. Offerors must provide a price for each item and for each period of the **Annex B – Price List**.*