



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

1550 D'Estimauville Avenue

1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

FAX pour soumissions: (418) 648-2209

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

BFC Bagotville, CP 380

CFB Bagotville, PO Box 380

Bâtiment 62, local 112

Building 62, Room 112

Alouette

Québec

G0V1A0

Title - Sujet Standing Offer - Air Filters	
Solicitation No. - N° de l'invitation W0106-15RB02/A	Date 2016-03-10
Client Reference No. - N° de référence du client W0106-15RB02	GETS Ref. No. - N° de réf. de SEAG PW-\$BAL-001-16705
File No. - N° de dossier BAP-5-38232 (001)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-20	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Tremblay, Marial	Buyer Id - Id de l'acheteur bal001
Telephone No. - N° de téléphone (418)677-4000 (4159)	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence Section des Achats / Bâtisse 72, porte G 72 rue de la Victoire Courcellette, Quebec G0A 4Z0	
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

AIR FILTERS

Department of National Defence (DND) Service of the Genius of the 2nd Division of Canada Sector of Quebec of the Terrestrial Force

TABLE OF CONTENTS (applicable only for the "Document 2 of 2")

PART 1 - GENERAL INFORMATION.....	4
1.1 Introduction	4
1.2 Summary.....	5
1.3 Debriefings.....	5
PART 2 - OFFEROR INSTRUCTIONS.....	6
2.1 Standard Instructions, Clauses and Conditions.....	6
2.2 Submission of Offers.....	6
2.3 Enquiries - Request for Standing Offers.....	7
2.4 Applicable Laws.....	7
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	8
3.1 Offer Preparation Instructions.....	8
3.1.1 Payment by Credit Card	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	10
4.1 Evaluation Procedures.....	10
4.1.1 Financial Evaluation	10
4.2 Basis of Selection	10
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
5.1 Certifications Required with the Offer.....	11
5.1.1 Declaration of Convicted Offences.....	11
5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information.....	11
5.2.1 Integrity Provisions – List of Names	11
5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification.....	12

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES 13**A. STANDING OFFER..... 13**

6.1	Offer	13
6.2	Standard Clauses and Conditions	13
6.2.1	General Conditions	13
6.2.2	Standing Offers Reporting	13
6.3	Term of Standing Offer	14
6.3.1	Period of the Standing Offer	14
6.3.2	Extension of Standing Offer	14
6.4	Authorities	14
6.4.1	Standing Offer Authority	14
6.4.2	Project Authority	15
6.4.3	Offeror's Representatives	15
6.5	Call-up Instrument.....	16
6.6	Limitation of Call-ups	16
6.7	Financial Limitation	16
6.8	Priority of Documents.....	16
6.9	Certifications	17
6.9.1	Compliance.....	17
6.10	Applicable Laws	17

B. RESULTING CONTRACT CLAUSES 18

6.1	Statement of Work	18
6.2	Standard Clauses and Conditions	18
6.2.1	General Conditions	18
6.3	Term of Contract	18
6.3.1	Delivery Period	18
6.4	Payment.....	18
6.4.1	Basis of Payment - Firm Unit Prices.....	18
6.4.1	SACC Manual Clauses.....	19
6.4.2	Payment by Credit Card	19
6.5	Invoicing Instructions	19
6.6	SACC Manual Clauses	19
6.7	Shipping Instructions - Delivery at Destination	19

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0106-15RB02/A

Bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-15RB02

BAP-5-38232

ANNEX A - REQUIREMENT	20
A.1 Object.....	20
A.2 Description of the Requirement	20
A.2.1 General Information.....	20
A.2.2 Delivery Information.....	20
ANNEX B - BASIS OF PAYMENT	21
B.1 Annex B	21
ANNEX C - PRESENTATION OF YOUR OFFER.....	22
C.1 Check List	22

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts 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; and
- Part 6 A, Standing Offer, and B, Resulting Contract Clauses
 - A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - B, 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, the Basis of Payment, and any other annexes.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0106-15RB02/A

Bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-15RB02

BAP-5-38232

1.2 Summary

- (i) Requirement: To provide, on an as-and-when-required basis, various air filters for residential and commercial applications.
- (ii) Client: Department of National Defence, Service of the Genius of the 2nd Division of Canada, Sector of Quebec of the Terrestrial Force, Courcellette, Quebec, Canada, G0A 4Z0.
- (iii) Period of the Standing Offer: From May 1, 2016 to April 30, 2017 (1 year) with two years in option.
- (iv) Estimated Expense: \$35,000.⁰⁰ per year, applicable Taxes not included.
- (v) Only one Standing Offer will be issued.
- (vi) The requirement is subject to the provisions of the Trade Agreements: AIT, NAFTA, and the Chile, Colombia, Honduras, Korea, Panama, Trade Agreements with Canada.

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.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0106-15RB02/A

Bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-15RB02

BAP-5-38232

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>) issued by Public Works and Government Services Canada.

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

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

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

Your offer can be transmitted by fax to # 418-648-2209 or by mail to the following address:

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

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

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 Financial Evaluation

The price of each offer will be established using the following criteria:

- (a) Offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded. For evaluation purposes, Offers received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.
- (b) Offerors must submit their prices DDP destination; Delivered Duty Paid.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price 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>), 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.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0106-15RB02/A

Bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-15RB02

BAP-5-38232

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 of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of the resulting Standing Offer.

Notice: Numbering will be revised at the issuance of a Standing Offer.

A. STANDING OFFER

6.1 Offer

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

6.2 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>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

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

6.2.2 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 paid for by a Government of Canada Acquisition Card.

The data must be submitted annually, at the end of August, to Standing Offer Authority.

You must provide the description of the article used (ordered), quantity, unit, the price paid and when (date) was ordered.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

6.3 Term of Standing Offer

6.3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from May 1, 2016 to April 30, 2017.

6.3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two periods of one year, 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.

6.4 Authorities

6.4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Marial Tremblay
Title: Supply specialist
Telephone: 418-677-4000, ext.: 4159
E-mail address: Marial.Tremblay@pwgsc.gc.ca

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

6.4.2 Project Authority

The Project Authority for the Standing Offer is:

(to be completed at contract award by PWGSC)

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

The Project Authorities are the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and are responsible for all the technical content of the Work under the resulting Contract.

6.4.3 Offeror's Representatives

a) Offer Manager:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

b) Call-Up Follow up:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

6.5 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, etc. <http://publiservice-app.tpsgc.gc.ca/forms/pdf/942.pdf>.

6.6 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000 (Applicable Taxes included).

6.7 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$35,000 on one year (Applicable Taxes not included) 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.

6.8 Priority of Documents

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2010A (2015-09-03), General Conditions - Goods (Medium Complexity);
- (e) Annex A, Requirement;
- (f) Annex B, Basis of Payment;
- (g) the Offeror's offer dated _____ (to be completed at contract award by PWGSC).

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0106-15RB02/A

Bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-15RB02

BAP-5-38232

6.9 Certifications

6.9.1 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.

6.10 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 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

[Insert the following clause when payment by credit cards is accepted by the Offeror.](#)

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

6.3 Term of Contract

6.3.1 Delivery Period

Delivery must be made within three (3) calendar days from receipt of a call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Offerer will be paid the firm unit prices for the first year of Standing Offer, as specified in the Annex B for total estimated amount of \$_____ for one year [the estimated amount will be inserted at contract award by PWGSC]. Customs duties are included and Applicable Taxes are extra.

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

6.4.1 SACC Manual Clauses

Number	Date	Title
C2000C	2007-11-30	Taxes - Foreign-based Contractor
H1001C	2008-05-12	Multiple Payments

6.4.2 Payment by Credit Card

Insert and complete one of the following clauses if the Payment by Credit Card clause is used under Part 3, Section II - Financial Offer and the Offeror has accepted payment by credit card(s):

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

6.5 Invoicing Instructions

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

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

6.6 SACC Manual Clauses

Number	Date	Title
A9006C	2012-07-16	Defence Contract
A9062C	2011-05-16	Canadian Forces Site Regulations

6.7 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP) DND, Valcartier Garrison, Courcellette, Quebec, G0A 4Z0, Incoterms 2000 for shipments from a commercial contractor.

ANNEX A - REQUIREMENT

A.1 Object

This annex describes the requirements for the supply and delivery of various air filters. The Standing Offer is required for the Department of National Defence (DND), represented by the Department of Engineering of the 2nd Division of Canada, Quebec Area Land Force (QALF).

A.2 Description of the Requirement

A.2.1 General Information

1. All air filters must comply with the technical specifications listed in Annex B.
2. Air filters will be provided on request only by DND.

A.2.2 Delivery Information

1. Due to a lack of space for the storage of filters, delivery must be made within 3 calendar days from the date of receipt of the call-up.
2. Filters must be properly packaged and shipped so that they arrive in good condition at destination.
3. No minimum quantity of filters per order.

Solicitation No. - N° de l'invitation

W0106-15RB02/A

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

W0106-15RB02

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-5-38232

Buyer ID - Id de l'acheteur

Bal001

CCC No./N° CCC - FMS No./N° VME

ANNEX B - BASIS OF PAYMENT

B.1 Annex B

Annex B is to be inserted at this point and forms part of this document.

ANNEX C - PRESENTATION OF YOUR OFFER

C.1 Check List

Below is a checklist of the contents of your offer. This list is not an exhaustive list; it remains the Offeror's responsibility to prepare its offer in accordance with the instructions contained in the Request For Standing Offer (RFSO) and provide a comprehensible and sufficiently detailed offer, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFSO.

Pagination of <u>Document 1 of 2</u> (document of only one page) <div style="text-align: center;">↓</div>	
Page 1	Offerors should include with their offer, the first sheet of this RFSO properly completed and signed. Refer to 2006 Standard Instructions mentioned in clause 2.1 Standard Instructions, Clauses and Conditions .
Pagination of <u>Document 2 of 2</u> (document of 22 pages) <div style="text-align: center;">↓</div>	
Page 6	Offerors must submit their offer only to the address indicated in clause 2.2 Submission of Offers .
Page 9	Offerors should submit with their offer, clause 3.1.1 Payment by Credit Card properly completed.
Page 11	<p><u>This is applicable only if an offence was committed.</u></p> <p>Offerors must include with their offer, the Declaration Form duly completed as indicated Clause 5.1.1 Declaration of Convicted Offences.</p>
Page 11	Offerors must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Refer to clause 5.2.1 Integrity Provisions – List of Names .
Page 15	Offerors should submit with their offer, clause 6.4.3 Offeror's Representatives properly completed.
Annex B	Offerors must include with their offer, Annex "B" - Basis of Payment duly completed.

Instructions:

(a) Firm unit price per filter, FOB Destination, applicable taxes not included.

(b) No minimum quantity.

(c) Please complete the three last columns of the following tables:

DISPOSABLE FILTER PRESSED AND HEAT SEALED W/GRID

- Synthetic media pressed and heat sealed inside a cardboard frame
- Laminated backing with expanded metal
- Average arrestance 75/80%
- UL and/or ULC class 2



DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD		
			Standing Offer	First Option	Second Option
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30
10936	LAMINATE FILTER 10x40x1 E SYNTHETIC C/FRAME	24 each	Firm Unit Price per Filter		
11419	LAMINATE FILTER 10x34x1 E SYNTHETIC C/FRAME	24 each			
11525	LAMINATE FILTER 7-12x25-3/4x1 E SYNTHETIC C/FRAME	48 each			
11654	LAMINATE FILTER 7-1/2x31-3/4x1 E SYNTHETIC C/FRAME	48 each			

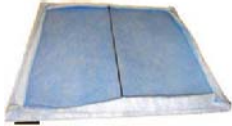
Instructions:

(a) Firm unit price per filter, FOB Destination, applicable taxes not included.

(b) No minimum quantity.

(c) Please complete the three last columns of the following tables:

TACKIFIED POLYESTER MEDIA ON SEWN WIRE FRAME



- TACKIFIED POLYESTER MEDIA ON SEWN WIRE FRAME
- White entering side and blue leaving side
- Average arestantance 80/85%
- UL and/or ULC class 2

DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD			
			Standing Offer	First Option	Second Option	
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30	Firm Unit Price per Filter
11586	POLY PANEL FILTER W/DRY TACK 12X22 E	24	each			
19166	POLY PANEL FILTER W/DRY TACK 9-1/2X45 E	42	each			
19167	POLY PANEL FILTER W/DRY TACK 10X33 E	24	each			
19168	POLY PANEL FILTER W/DRY TACK 9-1/2X28 E	24	each			
19169	POLY PANEL FILTER W/DRY TACK 10X22 E	24	each			
11589	POLY PANEL FILTER W/DRY TACK 8X36 E	12	each			

Instructions:

- (a) Firm unit price per filter, FOB Destination, applicable taxes not included.
 (b) No minimum quantity.
 (c) Please complete the three last columns of the following tables:

DISPOSABLE FILTER WITH PROGRESSIF FIBERGLASS ON A STRONG CARDBOARD FRAME



- Progressive density fiberglass media tackified.
- Two piece of flameproof cardboard are interlocked and sealed around media
- On the air entry side, fibers are looser, becoming tighter as they get closer to air output
- Average arrestance 80/85%
- UL and/or ULC class 2

DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD			
			Standing Offer	First Option	Second Option	
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30	Firm Unit Price per Filter
17986	FILTER FG/TACK 16X25X2 ARR 80/85% NOM. C/FRAME	42	each			
17147	FILTER FG/TACK 16X20X1 ARR 80/85% NOM. C/FRAME	24	each			
17984	FILTER FG/TACK 16X20X2 ARR 80/85% NOM. C/FRAME	60	each			
17148	FILTER FG/TACK 20X20X1 ARR 80/85% NOM. C/FRAME	18	each			
17306	FILTER FG/TACK 20X24X2 ARR 80/85% NOM. C/FRAME	12	each			
17182	FILTER FG/TACK 16X25X1 ARR 80/85% NOM. C/FRAME	12	each			
16977	FILTER FG/TACK 20X25X1 ARR 80/85% NOM. C/FRAME	12	each			
15938	FILTER FG/TACK 24X24X2 ARR 80/85% NOM. C/FRAME	12	each			
17983	FILTER FG/TACK 20X20X2 ARR 80/85% NOM. C/FRAME	60	each			
17982	FILTER FG/TACK 20X20X2 ARR 80/85% NOM. C/FRAME	36	each			

Instructions:

(a) Firm unit price per filter, FOB Destination, applicable taxes not included.

(b) No minimum quantity.

(c) Please complete the three last columns of the following tables:

FIBERGLASS MEDIA WITHOUT FRAME

- On the air entry side, fibers are looser, becoming tighter as they get closer to air output
- NO FRAME (INSTALLED IN GALVANISED STEEL FRAME)
- Progressive density fiberglass media tackified
- Average arrestance 80/85%
- UL and/or ULC class 2



DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD		
			Standing Offer	First Option	Second Option
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30
17853	MEDIA FILTER FG/TACK 16X25X2 NO FRAME	25 each	Firm Unit Price per Filter		
19684	MEDIA FILTER FG/TACK 16X25X1 NO FRAME	25 each			
19081	MEDIA FILTER FG/TACK 15X20X1 NO FRAME	25 each			
19577	MEDIA FILTER FG/TACK 20X25X2 NO FRAME	50 each			
19576	MEDIA FILTER FG/TACK 20X20X2 NO FRAME	50 each			
19943	MEDIA FILTER FG/TACK 16X20X1 NO FRAME	50 each			

Instructions:

- (a) Firm unit price per filter, FOB Destination, applicable taxes not included.
- (b) No minimum quantity.
- (c) Please complete the three last columns of the following tables:

FIBERGLASS PAINT ARRESTOR FILTER

- On the air entry side green, fibers are looser, becoming tighter as they get closer to air output.
- With or without cardboard frame
- Paint retention over 98% @ 150 PPM
- For paint boot air leaving side



DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD			
			Standing Offer	First Option	Second Option	
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30	Firm Unit Price per Filter
19579	PAINT ARRESTOR FILTER (PA-18) 20X25X2-1/2 PAD	12 each				
19578	PAINT ARRESTOR FILTER (PA-18) 20X20X2-1/2 PAD	84 each				
14039	PAINT ARRESTOR FILTER (PA-18) 18X24X2 C/FRAME	6 each				
18201	PAINT ARRESTOR FILTER (PA-18) 20X25X2 C/FRAME	12 each				
14042	PAINT ARRESTOR FILTER (PA-18) 16X24X2 C/FRAME	6 each				

DISPOSABLE PANEL FILTER WITH INTERNAL WIRE FRAME

- Two layers of high-density synthetic fiber on a wire frame
- White entering side and blue leaving side
- For air intake paint boot
- Average arrestance 85/90%
- UL and/or ULC class 2



DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD			
			Standing Offer	First Option	Second Option	
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30	Firm Unit Price per Filter
12099	SELF SUPPORTED PANEL 20X25 WITH/TRACK	2 each				

Instructions:

- (a) Firm unit price per filter, FOB Destination, applicable taxes not included.
 (b) No minimum quantity.
 (c) Please complete the three last columns of the following tables:

PLEATED FILTER (MERV7)

- Synthetic media pleated construction
- Available:
 - 1"=16 pleats/LF
 - 2"=15 Pleats/LF
 - 4"=11 Pleats/LF
- Exped metal ponded with pleated media
- Cardboard frame type "BEVRAGE BOARD"
- Efficacy according to ASHRAE 52.2 (MERV 7)
- UL and/or ULC class 2



DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD		
			Standing Offer	First Option	Second Option
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30
17146	PLEATED FILTER 16 PLEATS/LF 16X20X1 MERV 7	48 each	Firm Unit Price per Filter		
17145	PLEATED FILTER 16 PLEATS/LF 16X25X1 MERV 7	48 each			
12609	PLEATED FILTER 16 PLEATS/LF 20X20X1 MERV 7	18 each			
16629	PLEATED FILTER 15 PLEATS/LF 12X24X2 MERV 7	84 each			
16630	PLEATED FILTER 15 PLEATS/LF 16X20X2 MERV 7	660 each			
16631	PLEATED FILTER 15 PLEATS/LF 16X24X2 MERV 7	72 each			
16632	PLEATED FILTER 15 PLEATS/LF 16X25X2 MERV 7	600 each			
16633	PLEATED FILTER 15 PLEATS/LF 18X24X2 MERV 7	72 each			
16634	PLEATED FILTER 15 PLEATS/LF 20X20X2 MERV 7	720 each			
16635	PLEATED FILTER 15 PLEATS/LF 20X24X2 MERV 7	120 each			
16636	PLEATED FILTER 15 PLEATS/LF 20X25X2 MERV 7	660 each			
16637	PLEATED FILTER 15 PLEATS/LF 24X24X2 MERV 7	672 each			
16638	PLEATED FILTER 11 PLEATS/LF 24X24X4 MERV 7	72 each			

Instructions:

- (a) Firm unit price per filter, FOB Destination, applicable taxes not included.
 (b) No minimum quantity.
 (c) Please complete the three last columns of the following tables:

CARBON PLEATED FILTER (MERV 8)

- Double layer synthetic media. The first is standard MERV 8 media bonded with synthetic activated carbon
- Available:
 - 1"=14 pleats/LF
 - 2"=10 pleats/LF
 - 4"=9 pleats/LF
- The media is bonded to a galvanized metal grid for open area, no less than 95%
- Cardboard frame type "BEVRAGE BOARD"
- Efficacy according to ASHRAE 52.2 (MERV 8)
- UL and/or ULC class 2



DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD			
			Standing Offer	First Option	Second Option	
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30	Firm Unit Price per Filter
17143	PLEATED CARBON FILTER 16X20X1 MERV 8	8 each				
17142	PLEATED CARBON FILTER 20X20X2 MERV 8	9 each				
17882	PLEATED CARBON FILTER 24X24X2 MERV 8	49 each				
16096	PLEATED CARBON FILTER 12X24X2 MERV 8	6 each				
15010	PLEATED CARBON FILTER 20X20X4 MERV 8	20 each				
14604	PLEATED CARBON FILTER 20X24X4 MERV 8	10 each				
20025	PLEATED CARBON FILTER 16X20X2 MERV 8	137 each				
17883	PLEATED CARBON FILTER 16X25X2 MERV 8	125 each				
19944	PLEATED CARBON FILTER 20X25X2 MERV 8	16 each				
17141	PLEATED CARBON FILTER 20X24X2 MERV 8	12 each				

Instructions:

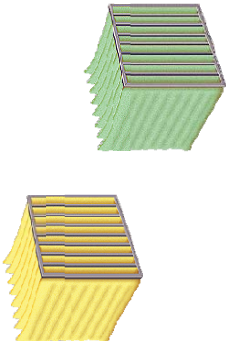
(a) Firm unit price per filter, FOB Destination, applicable taxes not included.

(b) No minimum quantity.

(c) Please complete the three last columns of the following tables:

NONE SUPPORTED POCKET FILTER MERV 11 AND 15

- The media consists of synthetic microfibers
- Header in galvanised steel 24 gage
- Efficacy according to ASHRAE 52,2
 - MERV 11=GREEN
 - MERV 15=YELLOW
- UL and/or ULC class 2



DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD		
			Standing Offer	First Option	Second Option
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30
20097	POCKET FILTER 60/65% 12X24X12 4 COVER	6 each	Firm Unit Price per Filter		

Instructions:

(a) Firm unit price per filter, FOB Destination, applicable taxes not included.

(b) No minimum quantity.

(c) Please complete the three last columns of the following tables:

HIGH MEDIA AREA RIGID FILTER
OF 12" OF DEPTH MERV 13 AND 15

- The media consists of synthetic microfibers reinforced on air leaving side
The media is bonded to a expenden metal. 4 pleats stabilizers on each side
- Galvanized frame with single header
- Efficacy according to ASHRAE 52.2
MERV 13=PINK
MERV 15=YELLOW
- UL and/or ULC class 2



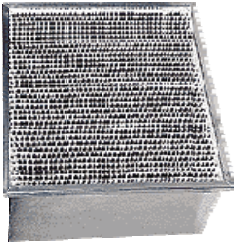
DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD			
			Standing Offer	First Option	Second Option	
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30	Firm Unit Price per Filter
17381	PLEATED FILTER 50' SQF METAL 80/85% 24X24X12 SH	15	each			
20031	PLEATED FILTER 50' SQF METAL 90/95% 24X24X12 SH	12	each			
17239	PLEATED FILTER 25' SQF METAL 80/85% 12X24X12 SH	10	each			
20032	PLEATED FILTER 25' SQF METAL 90/95% 12X24X12 SH	4	each			
19064	PLEATED FILTER 40' SQF METAL 90/95% 20X24X12 SH	10	each			

Instructions:

- (a) Firm unit price per filter, FOB Destination, applicable taxes not included.
- (b) No minimum quantity.
- (c) Please complete the three last columns of the following tables:

VERY HIGH MEDIA AREA RIGID FILTER
OF 6" OF DEPTH MERV 11

- Ultra fine fiberglass media
- Aluminium separators between each pleat
- Galvanised frame with single header
- Efficacy according to ASHRAE 52.2 MERV 11
- UL and/or ULC class 2



DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD		
			Standing Offer	First Option	Second Option
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30
14609	PLEATED FILTER 40" SQF METAL 60/65% 16X25X6 SH	2	Firm Unit Price per Filter		
14576	PLEATED FILTER 60" SQF METAL 60/65% 20X25X6 SH	6			

Instructions:

- (a) Firm unit price per filter, FOB Destination, applicable taxes not included.
- (b) No minimum quantity.
- (c) Please complete the three last columns of the following tables:

HEPA 99.97%DOP@0.3um



- Ultra fine fiberglass media
- Available 5-7/8" ou 11-1/2"
- Aluminium separator between each pleat
- Wood frame
- Standard capacity of 1100 CFM for 24X24x11-1/2 and 800 CFM pour 24X30X5-7/8
- UL and/or ULC class 2

DND CODE	FILTER DESCRIPTION	Estimated Quantity of filters per year	VALIDITY PERIOD		
			Standing Offer	First Option	Second Option
			du 2016-05-01 au 2017-04-30	du 2017-05-01 au 2018-04-30	du 2018-05-01 au 2019-04-30
18359	FILTER HEPA 99.97 DOP 24X30X5-7/8 UL-586 G/D	2 each			
19444	FILTER HEPA 99.97 DOP 24X24X11-1/2 BOIS	2 each			

Various Filters

For the various air filters which are not indicated in this document:
Discount of _____% of the price list published for the duration of Standing Offer .