



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

### REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

#### 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

Or/Ou By/Par Fax To/A : (819) 997-9776

#### Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

#### Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

<b>Title/Titre</b> Stock Buy/Achat de stock Printed Wiring Board/Plaque, Cablage, Imprime	<b>Solicitation No – N° de l'invitation</b> W8485-173694														
<b>Date of Solicitation – Date de l'invitation</b> 11 May/Mai 2016															
<b>Address Enquiries to – Adresser toutes questions à</b> <table border="0"> <tr> <td><b>Department of National Defence</b></td> <td><b>Ministere de la Defense Nationale</b></td> </tr> <tr> <td><b>National Defence Headquarters</b></td> <td><b>Quartier-General de la Defense Nationale</b></td> </tr> <tr> <td><b>MGen George R Pearkes Bldg</b></td> <td><b>Edifice Mgen George R Pearkes</b></td> </tr> <tr> <td><b>101 Colonel By Drive</b></td> <td><b>101 Promenade du Colonel By</b></td> </tr> <tr> <td><b>Ottawa, ON K1A 0K2</b></td> <td><b>Ottawa, ON K1A 0K2</b></td> </tr> <tr> <td><b>Attn: DAP 4-2-3</b></td> <td><b>A l'attention de: DAP 4-2-3</b></td> </tr> <tr> <td><b>Yan.Jiang@forces.gc.ca</b></td> <td><b>Yan.Jiang@forces.gc.ca</b></td> </tr> </table>		<b>Department of National Defence</b>	<b>Ministere de la Defense Nationale</b>	<b>National Defence Headquarters</b>	<b>Quartier-General de la Defense Nationale</b>	<b>MGen George R Pearkes Bldg</b>	<b>Edifice Mgen George R Pearkes</b>	<b>101 Colonel By Drive</b>	<b>101 Promenade du Colonel By</b>	<b>Ottawa, ON K1A 0K2</b>	<b>Ottawa, ON K1A 0K2</b>	<b>Attn: DAP 4-2-3</b>	<b>A l'attention de: DAP 4-2-3</b>	<b>Yan.Jiang@forces.gc.ca</b>	<b>Yan.Jiang@forces.gc.ca</b>
<b>Department of National Defence</b>	<b>Ministere de la Defense Nationale</b>														
<b>National Defence Headquarters</b>	<b>Quartier-General de la Defense Nationale</b>														
<b>MGen George R Pearkes Bldg</b>	<b>Edifice Mgen George R Pearkes</b>														
<b>101 Colonel By Drive</b>	<b>101 Promenade du Colonel By</b>														
<b>Ottawa, ON K1A 0K2</b>	<b>Ottawa, ON K1A 0K2</b>														
<b>Attn: DAP 4-2-3</b>	<b>A l'attention de: DAP 4-2-3</b>														
<b>Yan.Jiang@forces.gc.ca</b>	<b>Yan.Jiang@forces.gc.ca</b>														
<b>Telephone No. – N° de téléphone</b> 819-939-4164	<b>FAX No – N° de fax</b>														
<b>Destination</b> See herein Voir aux presentes															

#### Instructions:

**Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

<b>Solicitation Closes – L'invitation prend fin</b>
At – à : 1400 Hours Eastern Time/1400 heure de l'Est
On - le : 26 May/Mail 2016

<b>Delivery required - Livraison exigée</b> 15 July/Juillet 2016	<b>Delivery offered - Livraison proposée</b>
<b>Vendor Name and Address - Raison sociale et adresse du fournisseur</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</b>	
<b>Name/Nom</b> _____	<b>Title/Titre</b> _____
<b>Signature</b> _____	<b>Date</b> _____



Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

---

## TABLE OF CONTENTS

### **PART 1 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Supplier Contacts

### **PART 2 - REQUIREMENT**

1. Security Requirement
2. Requirement

### **PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection
3. Exchange Rate Fluctuation

### **PART 4 - CERTIFICATIONS**

1. Certifications Required Precedent to Contract Award

### **PART 5 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. End User Certificate
3. Requirement
4. Standard Clauses and Conditions
5. Delivery
6. Contracting Authority
7. Payment
8. Invoicing Instructions
9. Defence Contract

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

## PART 1 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (04/04/2016) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

OR

The 2004 (04/04/2016) Standard Instructions - Goods or Services - Non-competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

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

### 3. Enquiries - Bid Solicitation

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

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

### 4. Supplier Contacts

Name and telephone number of the person responsible for:

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

---

## **PART 2 - REQUIREMENT**

### **1. Security Requirement**

There is no security requirement associated with this requirement.

### **2. Requirement**

See Annex A attached – Item Detail List of this document.

#### **2.1 Note to Bidder**

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

#### **2.2 Military Aviation Replacement Parts - Condition & Certification of Deliverables End Items**

The following categories do not apply to standard and commercial parts. Standard parts consist of common hardware parts and raw materials, not necessarily designed for aviation use, produced to recognized industry or government specifications, which are available without proprietary limitations (such as Society of Automotive Engineers (SAE), National Aerospace Standard (NAS), Army-Navy Aeronautical Standard (AN), and Military Standard (MS) hardware items). Commercial parts consist of common non-aeronautical parts produced to recognized industry specifications and available on the commercial market. Deliverable standard and commercial parts must be in a new condition.

##### **2.2.1 Category #1 - New Materiel**

Deliverable end items to be manufactured or which have been manufactured but not used, which are supplied by:

- a. the owner of the design or manufacturing rights to the items; or,
- b. the authorized manufacturer or agent/distributor of the owner of the design or manufacturing rights to the items; or
- c. distributors approved by Transport Canada (TC) or accredited by the Aviation Suppliers Association, for parts that have an application to a civilian type certified aircraft; or
- d. maintenance organizations approved/accredited by TC, the Department of National Defence (DND)/Canadian Forces Technical Airworthiness Authority or repair stations certified by the Federal Aviation Administration (FAA).

##### **2.2.2 Category #2 - New Surplus Materiel**

Deliverable end items, unused and supplied by an entity other than Category #1 sources. Full traceability documentation back to the owner of the design or manufacturing rights to the items or their authorized manufacturer or agent/distributor is required.

##### **2.2.3 Category #3 - Other Condition**

Any deliverable end item condition other than Category # 1 or Category #2. Should the Bidder be offering deliverable end items in Category #3, a complete description of the item's condition and all available traceability documentation is required with the bid. Bids containing parts identified in this category are subject to evaluation by Canada.

##### **2.2.4 Deliverable End Item Grid**

Bidders must indicate the NATO Supply Code for Manufacturers or Commercial And Government Entity (NSCM/CAGE) code of the manufacturing entity under the appropriate category of the grid. For example,

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

if a bidder is offering a Category #1 item(s), it must indicate the NSCM number & Company name under that category as per the example below.

Item	Category 1 New Material	Category 2 New Surplus	Category 3 Other	Airworthiness Documentation

### **2.2.5 Requirements for Airworthiness Certification**

The requirements for airworthiness certification do not apply to the provision of standard and commercial parts. Standard and commercial parts must be accompanied by a packing slip that identifies the name and address of the supplier, the NATO stock number, identification of the manufacturing standard (e.g. SAE, NAS, AN, MS) and/or manufacturer's part number and model number as applicable; quantity, identification of the lot or batch number if applicable; and the cure date/shelf life if applicable.

Bidders are advised that it will be a requirement for the Contractor to provide the following airworthiness documentation, for each unit of issue, within the interior packaging or attached to the good(s) of the resulting Contract to provide with each item, supplied under the resulting Contract. Note that this requirement is in addition to documentation required in support of invoice payment or other documentation requirements identified within the Contract, a Certificate of Conformance, or certified true copies as specified herein:

1. Category #1 and #2 military unique aviation replacement parts must have an Original Equipment Manufacturer (OEM) or an OEM's approved manufacturer's Certificate of Conformance, which includes all the following information:

- a. positive identification of the item by type, class, style, grade, model, part number, description, nomenclature and/or serial number, as applicable;
- b. either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:

I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations.

- c. identification of both the authorized signatory and the organization.

2. Category #1 and #2 items, which have an application to a civilian type certified aircraft, must be supplied with a Certificate of Conformance, namely:

- a. form TCCA 24-0078, Authorized Release Certificate, signed by a TC authorized inspector, within the two (2) years before contract award;
- b. FAA Form 8130-3, Airworthiness Approval Tag, or a FAA Form 8130-4, Export Certificate of Airworthiness, signed by a FAA authorized inspector, within the two (2) years before contract award;
- c. Joint Aviation Authorities (JAA) Form One, Authorized Release Certificate, signed by a JAA authorized inspector, within the two (2) years before contract award;
- d. European Aviation Safety Agency (EASA) Form One, Authorized Release Certificate, signed by an EASA authorized inspector, within the two (2) years before contract award; or
- e. OEM's or OEM's approved manufacturer's Certificate of Conformance; which includes:
  - i. positive identification of the item by type, class style, grade, model, part number, description, nomenclature, and/or serial number, as applicable;

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

- ii. either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:

"I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations".

- iii. identification of both the authorized signatory and organization.

3. Bidders must specify which one of the documents identified above will be provided for each item required to be supplied in response to the bid solicitation. (A0300T, 25/02/2015)

### 2.3 Military Aviation Replacement Parts - Substitutes and Traceability

The Part Number and NATO Supply Code for Manufacturers (NSCM(s), or the Commercial And Government Entity (CAGE) code indicated in the bid solicitation are the only ones known to the Department of National Defence that meet the form, fit and function requirements of the Original Equipment Manufacturer (OEM) approved type design of the aircraft in which they will be installed.

If the Bidder proposes to supply any part with an alternative Part Number or NSCM/CAGE code, the Bidder must provide, either with its bid or within three (3) working days following receipt of a request from the Contracting Authority, all the technical information (e.g. drawings, specifications, engineering reports, and/or test reports) necessary to clearly demonstrate that the part proposed has the form, fit and function characteristics equivalent to the Part Number(s) and NSCM/CAGE code(s) specified in the bid solicitation.

Failure to provide the required technical information will result in the bid being declared non-responsive with respect to any part for which such information was requested.

If a part is not manufactured by the OEM of the aircraft, then it must be manufactured by an authorized supplier to the OEM or by the original manufacturer of the part chosen for use by the OEM of the aircraft (or the successor of or licensed by that original manufacturer). Canada reserves the right to verify with the OEM of the aircraft that the manufacturer of a part proposed is in fact authorized by the OEM to produce that part or supplies that part to the OEM.

If the Bidder proposes to supply any part with an alternative Part Number or NSCM/CAGE code, the Bidder must provide the following substitution notice fully completed.

### SUBSTITUTION NOTICE

This section is to be completed by a bidder proposing to supply a substitute item including an item with a different part number, NSCM/CAGE code or produced by an alternate manufacturer.

1. Item Number: \_\_\_\_\_
2. Original Technical Data (as referenced herein):
  - (a) Part Number: \_\_\_\_\_
  - (b) NSCM/CAGE Code: \_\_\_\_\_
  - (c) Other: \_\_\_\_\_
3. Proposed Change(s)
  - (a) Part Number: \_\_\_\_\_
  - (b) NSCM/CAGE Code: \_\_\_\_\_
  - (c) Other: \_\_\_\_\_
4. Reason for Change/Supporting Data:  
\_\_\_\_\_  
\_\_\_\_\_

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

The Bidder is advised that availability and retention of records of the manufacturer sufficient to constitute proof of origin will be a condition of the resulting Contract. (A0301T, 25/05/07)

OR

### **2.3 No Substitute Products**

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

## **PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

#### **1.1 Mandatory Technical Criteria**

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

- a. comply with proposed Basis of Payment;
- b. provide, if required, manufacture and Parts Traceability for all items;
- c. provide the material condition requested; and
- d. accept terms and conditions as outlined in this RFP/Contract document

#### **1.2 Evaluation of Price**

The price of the bid will be evaluated as follows:

- a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
- b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
- c. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- d. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
- e. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders. (A0222T, 25/04/13)

### **2. Basis of Selection**

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

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

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



Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

---

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

---

## **PART 4 - CERTIFICATIONS**

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

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

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

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

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

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

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

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

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

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

**1.4 Controlled Goods Program - (A9130T, 16/05/11)**

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

---

## PART 5 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. End User Certificate

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

### 3. Requirement

See Annex A attached – Item Detail List of this document.

#### 3.1 Condition of Material - Contract

##### Option 1

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

OR

##### Option 2

If the material is not new production of current manufacture, or is from a source other than the principal manufacturer or its accredited agent, it must be unused and in new condition, provided by an approved contractor with the latest approved modifications incorporated as applicable, and include the release notes. (B1006C, 26/06/14)

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

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

#### 3.4 Quality Assurance Authority - Canadian Based Contractor (QAC Q - D5510C, 16/06/14)

#### 3.5 ISO 9001:2008 Quality Management Systems - Requirements (QAC Q) (D5540C, 16/08/10)

#### 3.6 Release Documents - DND - Canadian Contractors - (QAC Q - D5606C, 16/07/12)

#### 3.7 Release Documents – Distribution (QAC Q - D5620C, 16/07/12)

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- A. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- B. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- C. One (1) copy to the Contracting Authority;
- D. One (1) copy to:  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
**Attention: DAP 4-2-3**
- E. One (1) copy to the Quality Assurance Representative
- F. One (1) copy to the Contractor; and

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

G. For all non-Canadian contractors, one (1) copy to:  
DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: ContractAdmin.DQA@forces.gc.ca.

NOTE: For into-plane refuelling contracts b, c and d above are not required. (D5620C, 16/07/12)

### **3.8 Military Aviation Replacement Parts - Airworthiness Documentation**

The Contractor shall provide the following airworthiness documentation, for each unit of issue, within the interior packaging or attached to the good(s) supplied:

**OEM Certificate of Conformance and Packing Slip.** (D9010C, 25/02/15)

### **3.9 Military Aviation Replacement Parts - Maintenance of Records - (A0301C, 25/05/07)**

## **4. Standard Clauses and Conditions**

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

### **4.1 General Conditions**

2010A (04/04/2016) General Conditions - Goods or Services (Medium Complexity) apply to and form part of the Contract.

## **5. Complete Delivery**

The Contractor must make the complete delivery within \_\_\_\_\_ calendar days from the effective date of the Contract. (D0005C, 30/11/07)

### **5.2 Accelerated Delivery**

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

### **5.3 Shipping Instructions**

Goods must be consigned and delivered to the destination specified in the contract Incoterms 2000 "DDP Delivered Duty Paid" 25 CFSD Montreal, Quebec. (D4002C, 25/04/13)

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

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

### **5.6 Preparation for Delivery - Canadian Forces Packaging Specifications - Packaging Code**

Preparation for delivery for item \_1\_ shall be in accordance with the latest issue of the Canadian Forces packaging specification D-LM-008-035/SF-001 Electrostatic Discharge Protective Packaging-Electronic Parts Assemblies and Equipment. (D3016C, 25/09/14)

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

### 5.7 Delivery Appointments

The Contractor is required to arrange delivery appointments by contacting the Depot Traffic Section. The Department of National Defence reserves the right to refuse shipments without prior arrangement. Delivery appointments can be arranged by telephone/fax:

25 CFSD Montreal, Quebec  
Tel: (514) 252-2777 ext. 2363

Fax:(514) 252-2568

## 6. Contracting Authority

### Yan Jiang

Department of National Defence  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
**Attention: DAP 4-2-3**

**Telephone: (819) 939-4164**

**Email address: yan.jiang@forces.gc.ca**

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

## 7. Payment

### 7.1 Basis of Payment

- 1) PRICE: Firm Unit Price
  - 2) QST/HST/GST: Extra, if applicable
  - 3) DUTY: Extra, if applicable and payable by the consignee
  - 4) \* FCA: Contractor's Plant \_\_\_\_\_
- OR
- 5) \* DDP: Destination 25 CFSD Montreal, Quebec and  
7 CF Supply Depot, Lancaster Park, Edmonton, Alberta

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

### 7.2 Discretionary Audit - (C0101C, 11/01/10) (over \$50K - Canadian)

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

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

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

### 7.5 Canadian Customs Documentation

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

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

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

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

#### Completion of Documents

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

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

#### Distribution of Documents

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

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

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

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

**7.6 Customs Duties - Department of National Defence - Importer (C2610C, 30/11/07) (Threshold of \$250K Cdn)**

**7.7 Priority Rating - Canadian based Contractors - (C2801C, 16/05/11) (> \$50,000 US)**

OR

**7. Priority Rating - Foreign-based Contractor - (C2800C, 28/01/13) (>\$50,000 US)**

### **8. Invoicing Instructions**

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010A (04/04/2016) General Conditions - Goods or Services (Medium Complexity).

#### **8.1 Invoice Distribution**

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

- (a) The original and one copy to - Consignee

Solicitation No. - N° de l'invitation  
W8485-173694  
Client Ref. No. - N° de réf. du client  
W8485-173694

Amd. No. - N° de la modif.  
File No. - N° du dossier  
284by.W8485-173694

Buyer ID - Id de l'acheteur  
284by  
CCC No./N° CCC - FMS No./N° VME

---

(b) One (1) copy BY EMAIL to:  
UPON DELIVERY, please send via EMAIL copy of INVOICE and SHIPPING DETAILS to :  
Yan.Jiang@forces.gc.ca

OR BY MAIL TO:

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
**Attention: DAP 4-2-3 Yan Jiang**

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

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

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

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