

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

**Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage**

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est

800, rue de La Gauchetière Ouest

7 ième étage

Montréal

Québec

H5A 1L6

Title - Sujet Parts/Repairs batteries lift truck	
Solicitation No. - N° de l'invitation W3380-15B005/A	Date 2016-06-16
Client Reference No. - N° de référence du client W3380-15B005	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-309-13907
File No. - N° de dossier MTA-6-39006 (309)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-07-27	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Paradis, Mary	Buyer Id - Id de l'acheteur mta309
Telephone No. - N° de téléphone (514)496-3874 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE Garnison Longue-Pointe 6769, rue Notre-Dame Est Montréal Québec H1N 3E9 Canada	
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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	RISO to purchase of new lift truck batteries, battery repairs and industrial battery chargers for the Department of National Defence , in accordance to the specifications hereby attached. • Duration of the Standing offer: for two years firm and 1 optional year.	W3380	W3380	1	LOT	\$	XXXXXXXXXXXX			

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List (SRCL) and the Mandatory Technical Evaluation Criteria.

1.2 Summary

Regional Individual Standing Offer for the supply of new lift truck batteries, battery repairs and industrial battery chargers of different brands on an as-and-when requested basis.

Required for the Department of National Defence at the St. Jean Garrison and the Montreal Garrison in the Province of Quebec.

The period of the Regional Individual Standing Offer is for **two years** firm from the date of issue with the possibility to exercise **one option year**, for the same conditions as stipulated at Part 6 of this Request for Individual Standing Offer.

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 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006 \(2016-04-04\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 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.

2.3 Former Public Servant

Former Public Servant - Competitive - Offer

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 no later than **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 the Province of 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)
Section III: Certifications (2 hard copies)

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.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annexe 'B' - Basis of Payment". The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the information below, to identify which ones are accepted.

If the information below is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

The Offeror accepts to be paid by any of the following Electronic Payment Instruments:

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$ 25M)

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications and additional information 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

All the following mandatory criteria will be taken into consideration to evaluate each of the offers received:

- a. Acceptance of other terms and conditions as mentioned in the bid solicitation;
- b. Completion of the solicitation document.
- c. The offers must be in technical conformity with the specifications provided in Annex "A " – Statement of Work.

Note 1:

To be considered, at the closing date and hour of the bid solicitation, all these criteria have to be respected in their offer in order to facilitate the financial evaluation.

IN THE ABSENCE OF THIS INFORMATION, THE OFFER WILL BE REJECTED.

Only those offerors who meet all the mandatory criteria of this Request for Standing offer document will be subject to further evaluation.

4.1.2 Financial Evaluation

4.1.2.1 Financial Evaluation

- a. Compliance with the methods for setting the proposed prices.
- b. Firm prices must be provided for all the items, for all the years, as stipulated at Annex 'B' – Basis of payment.

OFFERS THAT DO NOT MEET THESE REQUIREMENTS, WILL BE REJECTED.

SACC Manual Clause

M0220T 2016-01-28 Evaluation of Price – Offer

M0222T 2016-01-28 Evaluation of Price – Canadian/Foreign offerors

4.2 Evaluation of price

The prices listed in Annex B – Basis of payment, will be evaluated as follows:

- a. The hourly rate for the repairs during regular hours x number of estimated hours for the first year = Total price for that year. The same mathematical formula will be used for the second year. The result = Total price for the second year.
- b. The hourly rate for the repairs during outside regular hours (including week-ends) x number of estimated hours for the first year = Total price for that year. The same mathematical formula will be used for the second year. The result = Total price for the second year
- c. The average battery cost multiplied by estimated number of batteries used annually = Total price for that year. The same mathematical formula will be used for the second year. The result = Total price for the second year.
- d. Percentage discount on replacement parts per brand x estimated purchase annual amount = Total price for that year. This calculation will be done for all the 8 brands of lift trucks. The same mathematical formula will be used for the second year. The result = Total price for the second year.

The total price for both the firm years is the sum of the total price of year 1 and 2.

For the option year, the hourly rate for the repairs during regular hours x number of estimated hour for the year = Total price for the option year.

The hourly rate for the repairs during outside regular hours (including week-ends) x number of estimated hours for the year = Total price for that year.

The average battery cost multiplied by estimated number of batteries used annually = Total price for that year.

Percentage discount on replacement parts per brand x estimated purchase annual amount = Total price for that year. This calculation will be done on all the 8 brands of lift trucks.

The total Standing Offer price (all applicable taxes extra) will be the total price of the 2 firm years + the option year.

4.3 Basis of Selection

Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

In order to meet the service requirements of different name brands of fork lifts and warehouse tractors of the Standing offer, Canada reserves the right to issue up to two (2) Standing Offers for this requirement.

The Offeror with the lowest total evaluated price receives the largest predetermined portion of the work and the offeror with the second lowest total evaluated price receives the second largest predetermined portion of the work.

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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual Clause

M3020T 2016-01-28 Status of Availability of Resources – Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) OF Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.
 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
 2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
 3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
 4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex 'C';
 - b) Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) [2016-04-04](#) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is for **two years** from the date of issue inclusively.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an **additional period 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.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" – Statement of requirement of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: MARY PARADIS
Title: CONTRACTING OFFICER
Public Works and Government Services Canada
Directorate: SUPPLY AND REMUNERATION
Address: 800 RUE DE LA GAUCHETIÈRE, OUEST,
PLACE BONAVENTURE, SOUTH EAST PORTAL
7th FLOOR, MONTREAL, Qc
Telephone: (514) 496-3874
Facsimile: (524) 496-3822
E-mail address: mary.paradis@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.

7.5.2 Contact at Customer Department

(To be completed by Canada at the time of award)

For all information related to invoicing and /or payments you may communicate with:

Customer department:

Name: _____
Telephone number: _____
Fax number: _____
E-mail: _____

7.5.3 Offeror's Representative

General enquiries:

Name: _____
Title: _____
Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail address: _____
Delivery follow-up:
Name: _____
Title: _____
Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail address: _____

7.6 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.

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

The Department of National Defence

- . St. Jean Garrison , Qc
- . Farnham Garrison, Qc
- . Montreal Garrison , Qc

7.8 Call-up Procedures

The call-up procedures require that call-ups be issued on a proportional basis such that the lowest total price evaluated offeror receives the largest predetermined portion of the work and the second lowest total price evaluated offeror receives the second largest predetermined portion of the work. For example: 60 % to the lowest total price evaluated offer and 40% to the next lowest evaluated offer if two Standing Offers are to be issued.

The ranking method will also help to validate the percentage of the funds allocated to each Standing Offer and thus preserve the integrity and equality of this procurement process.

Nota: DND will ensure, through an electronic tool the control of the total dollar amounts of each call-up given to each offeror. These amounts will be automatically deducted from the total amount attributed on each Standing offer thus constantly maintaining the ratio of 60% and 40%.

7.9 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*.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

7.11 Financial Limitation

Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*Applicable Taxes excluded*) (*To be completed by Canada at the time of the issue of the Standing offer*) 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.

7.12 Priority of Documents

If there is a discrepancy between the wordings 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 2016-04-04 , General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C 2016-04-04, General Conditions - Services (Medium Complexity) ;
- e) Annex A, Statement of work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Mandatory technical evaluation criteria;
- i) the Offeror's offer dated _____

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. 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.

7.13.2 SACC Manual Clauses

M3020C 2016-01-28 Status of Availability of Resources - Standing Offer

7.14 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 _____. *(The name of the province or territory as specified by the Offeror in its offer, if applicable, will be inserted here by Canada).*

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Requirement

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C 2016-04-04, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

(The following clause will be inserted by Canada when payment by credit cards is accepted by the Offeror).

Section 13, Interest on Overdue Accounts, of 2010C 2016-04-04, General Conditions – Services (Medium complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the contract

The Work is to be performed during a period of **2 years** firm following the issue of the Standing offer and for an optional year thereafter.

7.3.2 Delivery Date

Delivery must be completed in accordance to the instructions of the call-up against the Standing Offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

For the Work described in the «Statement of Work» in Annex 'A':

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm prices for a cost of \$_____ (*will be inserted by Canada at the issue of the Standing offer*). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

7.5.2 Limitation of Price

SACC Manual clause [C6000C](#) 2011-05-16 Limitation of Price

7.5.3 SACC Manual Clauses

H1000C 2008-05-12 Single Payment

7.5.4 SACC Manual Clauses

A9117C	2007-11-30	T1204 - Direct Request by Customer Department
C2000C	2007-11-30	Taxes - Foreign-based Contractor
C2605C	2008-05-12	Canadian Customs Duties and Sales Tax - Foreign-based Contractor
A2000C	2006-06-16	Foreign Nationals (Canadian Contractor)
A2001C	2006-06-16	Foreign Nationals (Foreign Contractor)
M3800C	2006-08-15	Estimates
B7500C	2006-06-16	Excess Goods

7.6 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:

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

7.7 Insurance

SACC Manual clause
G1005C 2016-01-28 Insurance - No Specific Requirement

7.8 Shipping Instructions – Delivery

Goods must be consigned to the destination specified in the Call-up and delivered:

FCA Free Carrier at **(The Department of National Defence, Garrisons of St. Jean, Farnham and Montreal)** Incoterms 2000 for shipments from a commercial contractor. Transport/delivery included. All applicable taxes are extra.

7.9 Transport costs

The Contractor must ship the goods prepaid via _____ (insert the method of transportation) Including all delivery charges to **(The Department of National defense, Garrisons of St. Jean, Farnham and Montreal)**. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

ANNEX "A"

STATEMENT OF WORK

LIFT TRUCK BATTERY AND CHARGER PURCHASING, PARTS AND REPAIR

A1. INTRODUCTION

This document sets out the general and specific requirements concerning the application of a standing offer for the provision, on an as-needed basis, of **new lift truck batteries, battery repairs and industrial battery chargers** for the Department of National Defence (DND) account provided below, in accordance with a regular schedule, on request and based on needs.

A2. BACKGROUND

DND Maintenance platoon workshop assets include several CLARK, CROWN, RAYMOND, DREXEL, LIFT DYNAMICS, DEAWOO, TENNANT and HYSTER lift trucks, floor scrubbers and floor sweepers, totaling 92 units. It requires ready access to new batteries and state-of-the-art repair services for its various lift truck batteries and industrial battery chargers in order to ensure that the organization's routine and non-routine operations run smoothly.

A3. PURPOSE

The purpose of this project is to provide the Maintenance platoon at the Montreal and Saint-Jean garrisons with a ready local supply of **industrial lift truck battery parts and services**.

A4. SCOPE

Provision of new batteries, battery repairs and industrial battery chargers in makes such as CLARK, CROWN, RAYMOND, DREXEL, LIFT DYNAMICS, DEAWOO, TENNANT and HYSTER for the DND Maintenance platoon at the Montreal Garrison.

4.1 Term of Standing Offer

The services described in this document will be provided at the offeror's workshop from the date of issue until March 31, 2017, on an as-needed basis, with a possible one- (1)-year extension.

A5. TASKS AND TECHNICAL SPECIFICATIONS

- 5.1 The services required on request and as needed shall be available at all times, from Monday to Friday inclusively, between 0700 hrs and 1600 hrs, as well as outside of regular work hours.
- 5.2 The offeror shall provide the installation services, tools and labour to repair CLARK, CROWN, RAYMOND, DREXEL, DYNAMICS, DEAWOO, TENNANT and HYSTER batteries and battery chargers.
- 5.3 The offeror shall submit a detailed estimate within 24 hours of receiving the order from the designated DND representative and shall provide a parts price list, with discounts where applicable, and labour rates before starting work.
- 5.4 The offeror shall submit a schedule for carrying out the work. The schedule and estimate shall be approved by the designated DND representative in writing.

- 5.5 The offeror shall abide by the prices and schedule submitted and approved by DND for material delivery and equipment repairs.
- 5.6 When required, repair services at the offeror's workshop shall begin within 24 hours (not including weekends) of approval by the designated DND representative, or within four to seven business days if the parts are coming from the United States.
- 5.7 Orders shall be placed by telephone, fax or e-mail.
- 5.8 If the parts are in stock, the offeror shall see to their delivery within eight hours of receiving the order.
- 5.9 The order shall be accompanied by a delivery slip or the original invoice.
- 5.10 The offeror shall provide an invoice for each order.
- 5.11 The prices and availability of parts shall be confirmed by telephone or fax within four (4) hours of receipt of the order.
- 5.12 The offeror shall provide a written warranty of at least six (6) months for all work carried out.
- 5.13 The offeror shall provide a written warranty of at least five (5) years for new batteries and chargers.

A6. RESTRICTIONS AND ADDITIONAL INFORMATION

- 6.1 Urgent calls from the designated DND representative shall be handled within (4) hours.
- 6.2 The offeror will be delivering products in a noisy, dusty environment that smells of solvents, gasoline and cleaning products.
- 6.3 Safety footwear shall be worn in all DND workshops.
- 6.4 The offeror shall have its own industrial trucks or other equipment for delivering material. **DND will not provide labour or parts to assist the offeror in his work.**
- 6.5 Exchange policy: The offeror shall issue a credit for any returned and unused merchandise or parts.
- 6.6 All employees of the offeror must be 18 and over to work in DND's workshop.
- 6.7 The offeror shall deliver the parts.

A7. SUPPORT OFFERED BY DND

The designated DND representative will be available to answer the offeror's questions.

The designated DND representative will inspect the work and perform quality control on the parts delivered by the offeror.

Equipment will be delivered and picked up by DND.

A8. AMENDMENT

- 8.1 If, while carrying out the pre-approved work, the contractor discovers that unforeseen work or additional parts not included in the initial estimate are needed, the contractor shall immediately notify the DND representative, provide a detailed estimate of the cost of the work and obtain written approval before supplying the additional goods and services required.
- 8.2 An amendment to the initial order will be produced in writing and signed by the designated DND representative to confirm the approval of subsequent additions.

A9. DELIVERY AND INVOICING

Montreal Garrison

Delivery

DND Mtl Maintenance
6769 Notre-Dame East
Building 7 South, Room 148
Montreal, Quebec
H1N 2E9

Invoicing

DND Mtl Maintenance
6769 Notre-Dame East
Building 7 South, Room 148
Montreal, Quebec
H1N 2E9

Saint-Jean Garrison

Delivery

Department of National Defence
Saint-Jean Garrison
2Div Technical Services
Maintenance Platoon, Hangar 101
Richelain, Quebec
J0J 1R0

Invoicing

Department of National Defence
Saint-Jean Garrison
2Div Technical Services
PO Box 100, Station Bureau-Chef
Richelain, Quebec
J0J 1R0

ANNEX "B"

BASIS OF PAYMENT

NOTE TO OFFERORS:

1. The discounts (even if they are at 0%) must be indicated for each brand name listed in Tables a) and b) below.

OFFERS THAT DO NOT MEET THIS REQUIREMENT WILL BE REJECTED.

MATERIAL AND REPLACEMENT PARTS

Prices match the most recent list of manufacturer's retail prices published at time of delivery minus a percent discount multiplied by the estimated amount of *\$20,000.00 (applicable taxes extra) in purchases per year.

* Note:

It is difficult for suppliers to provide a discount on all parts given that this rate varies from one make to the next and also we are unable to indicate the required quantities for each make.

For the financial evaluation purposes only, we will divide \$20,000 (the annual amount set aside for the purchase of parts) by 8 brands names of lift trucks (See Annex A – Statement of requirements (A3)), and this will give the estimated amount of expenses spent for a particular brand per year. Therefore, in accordance to this calculation the estimated expense per brand name per year will be \$2,500.00.

In the tables 1) and 2) figured below, the offerors must indicate the discounts offered per brand name, even if the discount is at 0%.

Delivery costs must I be included in the prices offered.

Upon issuance of a standing order, a copy of the price list with all updates shall be submitted to DND.

Period: From the date of issue until December 31, 2017 (Firm years)

Parts and labour as described in Appendix A.

TABLE 1

Description	Period		Total	Total
	Date of issue until December 31, 2016	From January 1 to December 31 2017		
	YEAR 1	YEAR 2	YEAR 1	YEAR 2
a. Hourly repair rate multiplied by estimated number of hours (regular hours*) *From Monday to Friday between 7am and 4pm	\$ _____ X 100 hrs	\$ _____ X 100 hrs	\$ _____	\$ _____
b. Hourly repair rate multiplied by estimated number of hours (outside regular hours , including week-ends)	\$ _____ X 100 hrs	\$ _____ X 100 hrs	\$ _____	\$ _____

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c. Average battery cost multiplied by estimated number of batteries	\$ _____ X <u>10</u> units	\$ _____ X <u>10</u> units	\$ _____	\$ _____
d. Percentage discount on replacement parts per brand multiplied by annual estimated purchase amount	\$20,000 / year Or 2 500 \$ / yr /brand	\$20,000 / year Or 2 500 \$ /yr / brand	Total	Total
CLARK	_____ %	_____ %	_____ \$	_____ \$
CROWN	_____ %	_____ %	_____ \$	_____ \$
RAYMOND	_____ %	_____ %	_____ \$	_____ \$
DREXEL	_____ %	_____ %	_____ \$	_____ \$
DYNAMICS	_____ %	_____ %	_____ \$	_____ \$
DAEWOO	_____ %	_____ %	_____ \$	_____ \$
TENNANT	_____ %	_____ %	_____ \$	_____ \$
HYSTER	_____ %	_____ %	_____ \$	_____ \$
		Grand Total: (Applicable taxes extra)	_____ \$	_____ \$

Period: Option year

Parts and labour as described in Appendix A.

TABLE 2

Description	Period	Total
	From January 1 to December 31 2018	
a. Hourly repair rate multiplied by estimated number of hours (regular hours*) *From Monday to Friday between 7am and 4pm	\$ _____ X <u>100</u> hrs	\$ _____
b. Hourly repair rate multiplied by estimated number of hours (outside regular hours, including week-ends)	\$ _____ X <u>100</u> hrs	\$ _____
c. Average battery cost multiplied by estimated number of batteries	\$ _____ X <u>10</u> units	\$ _____

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d. Percentage discount on replacement parts per brand multiplied by annual estimated purchase amount	\$20,000 / year or 2 500 \$ / yr /brand	Total
CLARK	_____ %	\$ _____
CROWN	_____ %	\$ _____
RAYMOND	_____ %	\$ _____
DREXEL	_____ %	\$ _____
DYNAMICS	_____ %	\$ _____
DEAWOO	_____ %	\$ _____
TENNANT	_____ %	\$ _____
HYSTER	_____ %	\$ _____

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

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Gouvernement du Canada

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Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction 2 Div CA	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Fourniture de pièces, entretien et réparations de chariots élévateurs			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government
of Canada

Gouvernement
du Canada

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
	A	B	C								A	B	C	
Information / Assets Renseignements / Biens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "D"
MANDATORY TECHNICAL EVALUATION CRITERIA

TO BE COMPLETED BY SUPPLIERS:

The information that figures in this table must be duly completed and submitted **at the closing date and hour of the solicitation**

The offers must cover all the subjects indicated in the sections below mentioned in order to be considered.

In order to explain and demonstrate how the offeror meets the requirements of the bid, the suppliers must complete the information that is requested for below.

If a supplier is unable to demonstrate that their offer meets the criteria mentioned below, this will render their bid non-compliant.

Canada will only evaluate the documents that are sent along with the bids submitted by the supplier.

Canada will not evaluate information that is on a web site address where supplementary information can be found.

Only the proposals which meet the mandatory criteria and are able to provide the required services and requested deliverables will be subject to the evaluation of prices. **The offers that fail to meet all these conditions will be rejected.**

EXPERTISE OF COMPANY

D1. Expertise required to perform the work

**Potential offerors must indicate the location of the facilities where the work will be performed.
The offeror must own or rent those facilities for the complete duration of the Standing Offer.**

The offeror must provide the full address of the location of the work:

D2. The offeror's facilities must be fit out for lift truck battery and charger repairs.

Please indicate with : YES or NON , if your facility meets this requirement.

YES ____ NON ____

A site visit by a DND representative may take place before this Standing offer is issued.

D3. Potential offerors must provide qualified labour to repair lift truck batteries and chargers with the required certifications, if applicable.

Please provide **the name** and **résumé** of **at least one** certified technician who can provide qualified labour to repair lift truck batteries and chargers.