

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

### 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**

Fuel & Construction Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Aviation Fuel & Ground Handling	
<b>Solicitation No. - N° de l'invitation</b> W3373-15B001/A	<b>Date</b> 2016-06-30
<b>Client Reference No. - N° de référence du client</b> W3373-15B001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HL-659-71194
<b>File No. - N° de dossier</b> hl659.W3373-15B001	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-08-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Van Tassel, Stella	<b>Buyer Id - Id de l'acheteur</b> hl659
<b>Telephone No. - N° de téléphone</b> (873)469-3346 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  <div style="text-align: center;">Specified Herein Précisé dans les présentes</div>	
<b>Security - Sécurité</b> 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**

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

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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 Appendices include:

- Annex "A" - Statement of Work
- Appendix "A1"- Requirement – Locations
- Appendix "A2" - Specific Aircraft Requirements
- Appendix "A3" - Examples of Typical Ground Handling Services Requirements
- Annex "B" - Basis of Payment
- Annex "C" - Pricing Tables
- Annex "D" - Consumption Report
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- Annex "F" - Sample Call-up Form - PWGSC 942
- Annex "G" - Evaluation
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- Appendix "G2" - Financial Offer
- Annex "H" - Federal Contractors Program for Employment Equity - Certification
- Annex "I" - Electronic Payment Instruments

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## **1.2 Summary**

### **1.2.1 Requirement**

To provide aviation fuel, delivered into aircraft, and ground handling services to the Department of National Defence (DND) and the Royal Canadian Air Force (RCAF), as and when requested, at various commercial airports outside of Canada as detailed in Annex "A" and Appendices "A1", "A2" and "A3" attached hereto. The Standing Offer will be for an initial period of one year, from October 01, 2016 to September 30, 2017 with two (2) additional one-year extension periods.

### **1.2.2 Trade Agreements**

This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement and the Agreement on Internal Trade (AIT).

### **1.2.3 Federal Contractor's Program (FCP) for Employment Equity**

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the appendix titled Federal Contractors Program for Employment Equity - Certification.

## **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers processes. 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.

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (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.

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

Delete: sixty (60) days

Insert: three hundred and sixty five (365) days

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit (11 Laurier Street, Place du Portage, Phase III Core 0A1, Gatineau, Quebec K1A0S5) by the date and time as indicated on page 1 of the Request for Standing Offer.

### 2.3 Improvement of Requirement during Solicitation Period

Should Offerors consider that the specifications or Requirement contained in the RFSO could be improved technically or technologically, Offerors are invited to make suggestions, in writing, to the Standing Offer Authority named in the RFSO. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular Offeror will be given consideration provided they are submitted to the Standing Offer Authority at least twenty (20) days before the RFSO closing date. Canada will have the right to accept or reject any or all suggestions.

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offer (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 questions 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.

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## 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 Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or Canadian 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. Offerors cannot substitute the applicable laws with any US laws or any other foreign laws. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows.

Section I:	Technical Offer	(1 hard copy)
Section II:	Financial Offer	(1 hard copy)
Section III:	Certifications	(1 hard copy)
Section IV:	Additional Information	(1 hard copy)

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

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

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

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

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

### 3.2 Technical Offer

In their technical offer, Offerors should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet these requirements. Offerors should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation in Annex "G". Simply repeating the statement contained in the solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

### 3.3 Financial Offer

Offerors should submit their financial offer in accordance with Annex "B", Basis of Payment. Offerors should use Appendix "G2", or an equivalent format providing all required information, for this purpose.



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### 3.3.1 Unit price – Fuel

Offerors must submit an individual unit price for all locations identified in Appendix “G2”. This price must be based on a value that was current on **June 17, 2016** (section 3.3.3).

The firm unit prices quoted are requested in US dollars per US gallon for fuel and must not exceed four decimal places. If pricing is received for a currency other than USD, conversion will be made using the Bank of Canada Daily Noon Exchange Rates on the day of offer closing. The resulting converted price will be used for evaluation purposes and for any resulting standing offer.

All applicable delivery and custom duties charges and taxes must be included in the firm unit price per US gallon.

A conversion factor of 3.785412 litres per US gallon will apply to any offers using litres in the offer price.

### 3.3.2 Fuel Unit Price Adjustments

Firm unit price for fuel offered will be subject to weekly upward or downward adjustments as detailed in Annex “B”, Basis of Payment.

#### Price Adjustment Method

The Offeror must indicate in its offer the price adjustment method it proposes. The Offeror must provide this information with its offer or promptly thereafter. If this information is not received, the Standing Offer Authority will request it in writing from the Offeror. In the event that the Offeror fails to provide the information following this request, Method 1 indicated below will be selected.

**Method 1-** Reference Marker using the weekly average published price per US gallon for Jet Kerosene as published by Platts Oilgram Price Report for the applicable designated centre.

OR

**Method 2-** A reference marker in price per US gallon of the Offeror's choice and accepted by Canada that follows the local Jet Kerosene value, including a local posted price. Related price publication must be provided upon request, as justification.

The Offeror may select a combination of Method 1 and Method 2. Only one method can be proposed for a given location.

### 3.3.3 Fuel Reference Marker Base Value and Effective Date (if using Method 1)

In their offer, the Offeror must quote their unit price for fuel using the following Reference Markers weekly average values for the week ending **June 17, 2016** expressed in US dollars per US gallon:

**Platts Oilgram Price Report:**

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- a) USA: Designated Centre: **United States Gulf Coast (USGC) Cargos Waterborne Jet 54**

PRODUCT	VALUE
Jet Kerosene	\$1.3801 USD/USG

- b) Europe: Designated Centre: **NorthWest Europe Cargos CIF Jet Kerosene**

PRODUCT	VALUE
Jet Kerosene	\$1.4424 USD/USG

- c) Caribbean and Central and South America: **Designated Centre: United States Gulf Coast (USGC) Cargos Waterborne Jet 54**

PRODUCT	VALUE
Jet Kerosene	\$1.3801 USD/USG

- d) Africa and Middle Orient: **Designated Centre: Singapore Jet Kerosene Mid \$/barrel**

PRODUCT	VALUE
Jet Kerosene	\$1.4149 USD/USG

- e) Asia/Eurasia and Oceania: **Designated Centre: Singapore Jet Kerosene Mid \$/barrel**

PRODUCT	VALUE
Jet Kerosene	\$1.4149 USD/USG

### 3.3.3.1 Reference Marker Price Adjustment Effective Day:

All price adjustments will come into effect at 12:01 AM on the day selected by the Offeror below.

The Offeror must select the day of the week on which their weekly price change comes into effect.

Platts Oilgram Report <i>USGC, NorthWest Europe Cargos, etc.</i>	12:01AM Mon.	12:01AM Tues.	12:01AM Wed.	12:01AM Thu.	12:01AM Fri.
Monday to Friday average	_____	_____	_____	_____	_____

In the event that the Offeror fails to select a day in the appropriate space provided above, the Offeror will be requested to provide the information to the Standing Offer Authority within 5 days of the request. Otherwise, the day of the week selected will be Tuesday.

### 3.3.4 Ground Handling Services

Offerors must provide a firm mark-up percentage that will be applied to the ground handling services. Offerors should use Appendix "G2"- Financial offer for this purpose.

- a) The firm mark-up percentage must remain firm for the duration of the Standing Offer including all extension periods. Mark-up percentage must be the same for all locations.
- b) The firm mark-up percentage must include, but not be limited to, profit and all overhead, applicable purchasing expense, internal handling and general and administrative expenses including Management time.

### **3.3.5 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "I" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "I" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments will not be accepted for payment of invoices.

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

### **3.3.6 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

### **3.3.7 VAT Exemptions**

DND/RCAF are exempt from paying the VAT in the countries listed in Annex "E". The Offeror will be required to provide the appropriate documents to DND/RCAF to assist them in obtaining reimbursement of VAT paid for fuel and ground handling services provided in the countries listed in Annex "E".

## **3.4 Certifications**

Offerors must submit the certifications and additional information required under Part 5.

## **3.5 Additional Information**

### **3.5.1 Company Information**

The Offeror must provide the information requested below with its offer or promptly thereafter. If this information is not received, the Standing Offer Authority will request it in writing from the Offeror. Failure to provide this information within the requested time frame will render the offer non-responsive.

- a) its Website link or address: \_\_\_\_\_
- b) 1-800 telephone number to be used during the Standing Offer for technical services: \_\_\_\_\_

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c) One single point of contact for contractual and administrative matters:\_\_\_\_\_

### **3.5.2 Ground Handling Services - Pricing Schedule**

Offerors are requested to submit ground handling pricing schedules for all locations. The ground handling prices are for information purposes only and will not form part of the evaluation. Offerors should provide ground handling pricing schedules with their offer or promptly thereafter. If the ground handling pricing schedules have not been received by the time the evaluation of offers is completed, the Standing Offer Authority will request them in writing from the Offeror. Failure to provide ground handling pricing schedules within the requested time frame will render the offer non-responsive.

The ground handling pricing schedule will be included in the resulting Standing Offer.

### **3.5.3 Reference Letters**

As requested in Annex "G" – Evaluation – Criteria R2, in order to demonstrate client satisfaction Offerors are requested to obtain and provide three (3) reference letters from clients who have used the Offeror's call centre. Offerors should provide the reference letters with their offer or promptly thereafter. If the reference letters have not been received with the offer, the Standing Offer Authority will request them in writing from the Offeror. Failure to provide the reference letters within the requested time frame will render the offer non-responsive.

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## **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 offer solicitation 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**

Offers must contain all the technical information requested in the Request for Standing Offer to enable a full and complete evaluation.

##### **4.1.1.1 Mandatory Technical Criteria**

The Mandatory Technical Criteria are indicated at Annex "G" – Part 1.

Offers not meeting these mandatory technical criteria will be declared non-responsive.

##### **4.1.1.2 Point Rated Technical Criteria (50%)**

The Point-rated technical criteria are indicated in Annex "G" – Part 2.

Appendix F1 – Response Template for R3, R4 and R6 - is provided for your convenience.

Offers not meeting the minimum overall passing score for the technical rated criteria will be declared non-responsive.

Point-rated technical criteria not addressed will be given a score of zero.

#### **4.1.2 Financial Evaluation**

The price of the offer will be evaluated in US dollars, all taxes, delivery and customs duties included.

##### **4.1.2.1 Mandatory Financial Criteria**

The following Mandatory factors will be taken into consideration in the evaluation of each offer:

- a) Compliance with the Basis of Payment as per Annex "B"; and
- b) Pricing provided for all locations identified in Appendix "G2"- Financial offer.

Offers not meeting these mandatory financial criteria will be declared non-responsive.

##### **4.1.2.2 Evaluated Price**

The evaluated offer price will be the annual estimated fuel cost for all locations plus the annual estimated cost for the ground handling services.

The annual estimated fuel cost (F) is the sum of the offered unit prices multiplied by the estimated volume for each location.

The proportion of fuel to ground handling costs is estimated at 80/20. Therefore, the annual estimated cost for the ground handling services (G) will be ¼ of the annual estimated fuel cost for all locations (F) plus a mark-up, based on the offered firm percentage markup (MU%).

(ie: Evaluated offer price = F + (G + G \* MU%) where G = F/4)

## 4.2 Basis of Selection - Highest Combined Rating Technical Merit (50%) and Price (50%)

4.2.1 To be declared responsive, an offer must:

- (a) comply with all the requirements of the offer solicitation; and
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum of **249** points (60%) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **415** points.

4.2.2 Offers not meeting (a), (b) or (c) will be declared non-responsive.

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 50 for the technical merit and 50 for the price.

4.2.4 To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by 50.

4.2.5 The pricing score for each responsive offer will be determined as follows: lowest evaluated offer price divided by the Offeror's evaluated offer price multiplied by 50.

4.2.6 For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.7 Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be recommended. The responsive offer with the highest combined rating of technical merit and price will be recommended for award of a Standing Offer.

4.2.8 The table below illustrates an example where three offers are responsive and the selection of the contractor is determined by a 50/50 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

### Basis of Selection - Highest Combined Rating Technical Merit (50%) and Price (50%)

		Offeror 1	Offeror 2	Offeror 3
Overall Technical Score		115/135	89/135	92/135
Offer Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 50 = 42.59	89/135 x 50 = 32.96	92/135 x 50 = 34.07

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	Pricing Score	45/55 x 50 = 40.91	45/50 x 50 = 45.00	45/45 x 50 = 50.00
Combined Rating		83.50	77.96	84.07
Overall Rating		2nd	3rd	1st

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## 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>), the Offeror must provide with its bid 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 completed and 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 comply with the request of the Standing Offer Authority and 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 \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](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 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 Standing Offer award.

Canada will also have the right to terminate the Standing Offer for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Standing Offer.

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before Standing Offer award. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3 Rate or Price Certification

The following terms and conditions are incorporated herein:

SACC Reference	Section	Date
C0001T	Price Certification – Foreign Suppliers	2007-05-25
C0002T	Price Certification - Canadian-based Suppliers (other than agency and resale outlets)	2010-01-11
C0006T	Price Certification – Petroleum Products	2010-01-11

## 5.3 Additional Certifications Precedent to Issuance of a Standing Offer

### 5.3.1 General Environmental Criteria Certification

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

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

\_\_\_\_\_  
Offerors' Authorized Representative Signature

\_\_\_\_\_  
Date

or

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

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

Green Practices within the Offerors' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	

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Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

---

Offerors' Authorized Representative Signature

---

Date

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## PART 6 - FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Financial Capability

#### SPECIFIC CLAUSE INCORPORATED BY REFERENCE

SACC ID	Title	Date
M9033T	Financial Capability	2011-05-16

### 6.2 Insurance Requirements

The Offeror is responsible for deciding if insurance coverage is necessary to fulfill its obligation under any resulting Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Offeror is at its own expense and for its own benefit and protection. It does not release the Offeror from or reduce its liability under any resulting Contract.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A" and Appendices "A1", "A2" and "A3".

##### 7.1.1 Additional Locations

Locations and volumes indicated in Appendix "A1" are historical figures. During the Standing Offer period Canada may require additional locations to be added.

The Offeror accepts that any new locations will be added to the existing Standing Offer.

#### 7.2 Security Requirement

There is no security requirement applicable to this Standing Offer.

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

The text under section 6 - Withdrawal - of 2005 referenced above is amended as follows:

Delete: thirty (30) days  
Insert: sixty (60) days

##### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D" – Consumption Report. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted quarterly to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

---

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

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from issuance of standing offer up to and including September 30, 2017.

##### **7.4.2 Extension of the Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional 12 month periods, from October 01, 2017 to September 30, 2018 and from October 01, 2018 to September 30, 2019 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

**Stella Van Tassel**

Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
7A2 Portage III  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone: 873-469-3346  
Facsimile: 819-956-5227  
E-mail address: stella.vantassel@tpsgc-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 Standing Offer Authority, he/she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### **7.5.2 Call-up Authorities**

The Call-up Authorities for the Standing Offer are identified in the call-up against the Standing Offer.

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

##### **7.5.3 Offeror's Representative**

Name: \_\_\_\_\_

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Telephone No: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### **7.5.4 Offeror Information**

Website: \_\_\_\_\_

1-800 Telephone Number: \_\_\_\_\_

#### **7.6 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer are the personnel of the Department of National Defence (DND) and the Royal Canadian Air Force (RCAF).

#### **7.7 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 (see sample attached as Annex "F") or an electronic version of the document.

##### **7.7.1 Call-up Procedures**

Normally fuel and ground handling services should be on separate call-ups. However, if the total combined value of a Call-up for fuel and ground handling services is lower than \$400,000.00 CAD (including all taxes that apply), both services can be combined on one call-up.

##### **7.7.2 Cancellations**

While cancellations are not the norm they are possible. DND/RCAF reserves the right to cancel a call-up without fees or charges.

#### **7.8 Limitation of Call-ups**

Individual call-ups for fuel against the Standing Offer must not exceed **\$1,000,000.00** including all taxes that apply.

Individual call-ups for ground handling services against the Standing Offer must not exceed **\$400,000.00 CAD**, including all taxes that apply.

#### **7.9 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity)

- e) Annex "A", Statement of Work, as well as Appendix "A1", Requirement – Locations and Quantities; Appendix "A2", Specific Aircraft Requirements and Appendix "A3" – Examples of Typical Ground Handling Services Requirements;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Pricing Tables;
- h) Annex "D", Consumption Report;
- i) Annex "E", VAT Exemptions;
- j) Annex "F", Sample Call-up Form – PWGSC 942; and
- k) the Offeror's Offer dated \_\_\_\_\_ (*insert date received*) and any substantiations and clarifications provided by the Offeror \_\_\_\_\_ (*insert date received*).

## **7.10 Certifications and Additional Information**

### **7.10.1 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.

### **7.10.2 Federal Contractors Program for Employment Equity - Setting aside**

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

## **7.11 Applicable Laws**

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

## B. RESULTING CONTRACT CLAUSES

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

### 1. Requirement

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

#### 1.1 Delivery Verification

Fuel deliveries will be verified by printed metered slips or standard commercial delivery slips as applicable.

#### 1.2 Volume Corrected To 15°C

When aviation fuels are delivered in bulk, the quantity/volume of fuel used for invoicing purposes must be adjusted to 15°C in accordance with ASTM D1250 "Petroleum Measurement Tables: Table 54B" (latest edition) for aviation fuels (kerosene base) and high flash type turbine fuels.

#### 1.3 Inspection

The goods provided shall be subject to inspection by the Identified User Representative at destination, unless otherwise indicated in the Call-Up Instrument.

#### 1.4 Acceptance

The work provided shall be subject to acceptance by the Identified User representative at destination, unless otherwise indicated in the Call-Up Instrument.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

Section 15 & 16, Payment Period & Interest on Overdue Accounts of 2010A will not apply to payments made by credit cards. *(If no credit card is accepted, this paragraph will be deleted).*

#### 2.2 SACC Manual Clauses

##### SPECIFIC CLAUSES INCORPORATED BY REFERENCE

SACC Reference	Section	Date
A9006C	Defence Contract	2012-07-16
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (Quality Assurance Code C)	2010-08-16

### 3. Term of Contract

#### 3.1 Delivery

Delivery must be made within 90 minutes from receipt of a call-up against the Standing Offer unless otherwise specified at Annex "A", or mutually agreed upon by the Offeror and the Identified User representative.

### 4. Payment

#### 4.1 Basis of Payment

Refer to Annex "B" for details on Basis of Payment.



## 4.2 SACC Manual Clauses

### SPECIFIC CLAUSES INCORPORATED BY REFERENCE

SACC Reference	Section	Date
H1001C	Multiple Payments	2008-05-12
C0100C	Discretionary Audit – Commercial Goods and/or Services	2010-01-11

## 4.3 Payment in Advance of Due Date

Payment may be made in advance of the due date where the Contractor's invoice offers a discount for early payment and the discount at least offsets the cost to Canada of paying early.

## 4.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- 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)

## 5. VAT Exemptions

DND/RCAF are exempt from paying the VAT in the countries listed in Annex "E".

The Contractor must:

- Detail the VAT separately on all invoices; and
- Provide the appropriate documents required by DND/RCAF in order for them to request reimbursement of VAT paid for fuel and ground handling services provided in the countries listed in Annex "E".

## 6. Invoicing Instructions

- 6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

For invoicing purposes, ground handling services costs must be supported by presentation of invoice(s) received from the FBO for the services performed. The firm mark-up percentage in Annex "C" will apply and must be indicated separately.

In addition, all invoices must contain the following information:

- Standing Offer Serial Number;
- Identified User and call-up document number;
- Delivery Destination;
- Product Identification, quantity and price per US gallon;
- Taxes and/or levies, if applicable, and shown as a separate item. Should the supplier include any applicable taxes and or levies in the unit price, the amount of each must be indicated on the invoice;
- The eight (8) digit aircraft tail number, type(s) of aircraft, home base, squadron and country of origin;

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- g) Ground handling fees must be separated from the fuel price on the invoices; and
- h) The address where payment is to be sent.

6.2 Invoices must be distributed as follows:

- a) The original and two (2) copies of each invoice must be made out to the Identified User Representative and forwarded to the invoicing address as set out at Line Item Details.
- b) Invoices will be supported by the original and one (1) copy of the delivery slip duly signed by the Identified User Representative. It is the responsibility of the Contractor to ensure that all information is legible on the delivery slip. Should the above information be incomplete, the invoice will not be paid until such time that the Contractor provides the required details.
- c) If an automated system does not permit attachment of the delivery slips to the invoices without special handling, delivery slips may be obtained upon request.

6.3 Invoice submission by e-mail is acceptable where authorized by the Standing Offer Authority. E-mail addresses will be provided by the Standing Offer Authority at issuance of Standing Offers.

**7. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under any resulting Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under any resulting Contract.

**8. Shipping Instructions - DDP**

Goods must be consigned and delivered to the destination specified in the Call-up: Incoterms 2000 DDP "Delivered Duty Paid". The delivery will include unloading.

**9. Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Economic and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Offer](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.



**INTOPLANE AVIATION FUEL AND GROUND HANDLING SERVICES**  
**ANNEX A – STATEMENT OF WORK**

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## **ANNEX A**

### **STATEMENT OF WORK (SOW)**

#### **1. Glossary of Abbreviations**

AAF – Aircraft Anti-Icing Fluid  
ADF – Aircraft De-icing Fluid  
DND – Department of National Defence  
DG - Dangerous Goods/Cargo  
FBO - Fixed Base Operator, or Fixed Base of Operations  
LOX- Liquid Oxygen  
PAX - Passengers (\* Note: Crew are NOT considered to be passengers)  
RCAF – Royal Canadian Air Force  
SIAGDP - Standardized International Aircraft Ground De-icing Program  
TA - Technical Authority  
ULD - Unit Loading Device – metal cans used to containerize baggage/freight on a wide body aircraft.

#### **2. Scope**

##### **2.1 Background**

2.1.1 Due to the unpredictable nature of Military operations across diverse global locations, DND and RCAF operational requirements necessitate international into-plane fueling and aircraft ground handling and passenger services around the world in order to maintain flexibility and responsiveness to support contingency operations.

##### **2.2 Purpose**

2.2.1 The purpose of this SOW is to define the International Into-Plane Refueling and Aircraft Ground Handling services required by the Department of National Defence (DND) and the Royal Canadian Air Force (RCAF) at various global locations listed in Appendix “A1”.

2.2.2 The Contractor will provide 24 hours per day 7 days per week, on an “as and when requested” basis, all goods, services, facilities and equipment related to the aircraft fueling and ground handling services described herein.

#### **3. Deliverables and Tasks**

When requested, the Contractor must provide into-plane fueling and aircraft ground handling and passenger services to support RCAF/DND aircraft operations. The primary RCAF/DND aircraft that will require these services are listed below (including but not limited to):

- CC150 Airbus
- CC130H Hercules
- CC130J Hercules
- CC144 Challenger
- CP140 Aurora
- CH146 Griffon Helicopter



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- Other RCAF/DND aircraft fleets on an as requested basis  
(e.g. CF188 Hornet (when government/military installation support is not available))

Appendix “A1” provides a historical synopsis (FY 14/15) of DND/RCAF aircraft fleet fuel consumption by international location for illustrative purposes only. Appendix “A1” is not representative of annual recurring requirements; however, is representative of the regional diversity where deployed support may be required. All future requirements/locations will be predicated on recurring RCAF/DND Exercise/Operational schedules and unforeseen contingency operations. Final requirements will be communicated by way of an issued approved call-up (attached form PWGSC 942). The Contractor (or SubContractor) must be able to provide this form to the aircrew prior to fueling despite language barriers. The call-up must be in accordance with the Standing Offer.

### **Support**

Support must be available 24/7, via call-center, contact number (i.e. 800) and website provided by the Contractor, to respond to any DND/RCAF requirements and queries. The Contractor must also provide a single point of contact for contractual and administrative matters.

### **3.1 Refueling Services**

3.1.1 The Contractor must provide refueling services, including fuel, to DND/RCAF 24 hours a day, 7 days a week. Refueling of aircraft will take place at the airport location where ground services are provided. If an aircraft is carrying Dangerous Goods (DG), an alternate location may be selected;

3.1.2 The Contractor must be able to deliver the fuel, and must be prepared to provide the re-fueling and de-fueling services when notified by the DND/RCAF of any incoming or outgoing flight within a 90 minute timeframe;

3.1.3 The Contractor must provide personnel with the technical and physical skills to properly re-fuel and de-fuel DND/RCAF aircraft. The number, mix and scheduling of personnel resources is the sole responsibility of the Contractor;

3.1.4 The Contractor must provide all equipment to re-fuel, and de-fuel DND/RCAF aircraft;

3.1.5 The refueling services rendered must be in accordance with the Joint Inspection Group (JIG)/IATA latest issues:

- a. JIG 1 - Aviation Fuel Quality Control and Operating Standards for Into-Plane Fueling Services;
- b. JIG 2- Aviation Fuel Quality Control and Operating Standards for Airport Depots and Hydrants;
- c. JIG 3 –Guidelines for Aviation Fuel Quality Control and Operating Procedures for Jointly Operated Supply and Distribution Facilities;

3.1.6 The Contractor must conform to the requirements outlined in Appendix A-2 – Aircraft Specific Requirements;

3.1.7 The Contractor will be responsible for all setup activities;

3.1.8 The Contractor will be responsible for the remediation of sites in the event of a spill. All activities related to remediation must be in accordance with applicable environmental regulations;



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3.1.9 The Contractor will report to the DND/RCAF on the amount of fuel provided based on metered records. The quantities of fuel delivered shall be determined by calibrated meter and shall be determined as net for invoicing purposes.

**3.2 Technical Requirement - Fuel**

The fuel provided by the Contractor must, as a minimum, meet the specifications detailed below. The Contractor may provide alternatives that exceed these requirements.

3.2.1 The jet fuel must meet the latest edition of the following:

- a. Aviation British Ministry of Defence Standard DEF STAN 91-91 for Turbine Fuel, Aviation Kerosene Type, Jet A-1, NATO Code F-35, Joint Service Designation AVTUR and/or;
- b. ASTM Standard Specification D1655 for Aviation Turbine Fuels "Jet A-1" and/or;
- c. Aviation Fuel Quality Requirements for Jointly Operated Systems (AFQRJOS) for Jet A-1 based on the most stringent requirements for the two previous specifications. Note that Jet fuel that meets the AFQRJOS is usually referred to as "Jet A-1 to Check List" or "Check List Jet A-1" and, by definition, generally, meets the requirements of both of the above specifications;
- d. NATO STANAG 3747 – Guide Specification (Minimum Quality Standards) for Aviation Turbine Fuels (F34, F-35, F-40 and F-44);
- e. Fuel System Icing Inhibitor (FSII) requirements and limits - while not mandatory, use of FSII is desirable at 0.1-0.15% volume. Limits between 0.07 – 0.2% volume may be accepted with approval of the TA (QETE 3). Limits already specified in para a. to d. above;
- f. Corrosion Inhibitor (CI) requirements and limits – while not mandatory, are specified in para a to d above;
- g. Final filtration of fuel not containing FSII shall use a filtration system qualified to EI 1581 5th Ed Category C or EI 1583 latest editions. Fuel containing FSII such as NATO grade F-34 shall use a filtration system qualified to EI 1581 5th Ed Category M of latest edition; and
- h. If aviation kerosene type Jet A-1 is not available, Canada may accept type Jet A with FSII, meeting ASTM D1655 as an alternate.

3.2.2 In instances where the Contractor(s) wants to deliver a product other than the above mentioned, and from other than the identified source, the DND Technical Authority (TA) must be notified in advance of any deliveries and may refuse alternate product delivery.

**3.3 Ground Handling Services**

The Contractor must provide the following general Ground Handling Services when requested:

3.3.1 Landing/ramp/parking requirements, including positioning and removal of wheel-chocks, and sufficient ramp space to accommodate the Fleet safely and effectively;



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3.3.2 Loading/unloading military freight including dangerous goods, general cargo and passengers (primarily transport fleets identified in Section 3 above);

3.3.3 Marshalling, towing and push back of aircraft “performed in accordance with procedures recognized by the national airworthiness authority” (See Appendix A2 for specific information details);

3.3.4 Aircraft housekeeping to include trash collection, lavatory servicing, potable water and other services as requested by the Aircraft Commander;

3.3.5 Liquid oxygen and/or gaseous oxygen as identified in Appendix A2;

3.3.6 Providing specific aircraft equipment as identified at Appendix A2; and

3.3.7 Providing de-icing and anti-icing services, where required, as detailed below;

3.3.7.1 The following organizations are acceptable to the Technical Airworthiness Authority for performing aircraft de-icing/anti-icing on DND/RCAF registered aircraft provided the Aircraft Commander has provided the facility operator the needed aircraft specific technical data required to support the application of de-icing/anti-icing fluid:

a) organizations whose de-icing/anti-icing program meets the Standardized International Aircraft Ground De-icing Program (SIAGDP) as determined by a third party such as International Air Transport Association (IATA); or

b) a de-icing/anti-icing facility at a civilian airport that provides de-icing/anti-icing services.

3.3.7.2 Performing “pre” de-icing/anti-icing inspection and advising flight crew of results;

3.3.7.3 Removing snow from aircraft without using de-icing fluid. (e.g. manually);

3.3.7.4 Providing de-icing/anti-icing fluids; aircraft de-icing fluids; aircraft anti-icing fluids used must conform to SAE AMS 1424;

3.3.7.5 Removing frost, ice and snow from aircraft using de-icing fluid in accordance with SIAGDP, performing final inspection after de-icing/anti-icing operations and informing the flight crew of results; and

3.3.7.6 Reclamation and disposal of de-icing/anti-icing fluids.

### **3.4 Passenger Services**

The Contractor must provide the following general Passenger Services when requested:

3.4.1 Part time passenger counter for en-route passengers to congregate while awaiting departure and arrival of aircraft;

3.4.2 Boarding pass issue and control when requested;

3.4.3 Baggage screening, loading and unloading when requested;

3.4.4 Customs clearance to be arranged for inbound International flights;



**INTOPLANE AVIATION FUEL AND GROUND HANDLING SERVICES**  
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3.4.5 Passenger transportation between aircraft and terminals;

3.4.6 Crew (ground and air) transportation between aircraft and terminal;

3.4.7 Aircraft parking slot within a reasonable walking distance from Fixed Base Operations (FBO) (i.e. approx. 5 mins);

3.4.8 If aircraft parking slot is further than a reasonable walking distance, transport to and from FBO for crew and passengers, must be provided by the Supplier on request of the aircrew in such a manner that allows for members to be safely transported while suited-up on jump gear or other such kit;

3.4.9 For crew, FBO to include, but not limited to: access to washrooms, telephones, conference rooms, pilot lounges, hangar storage, fully equipped flight planning rooms with internet access and weather services, and; ground transportation. Occasional use of conference room and internet access at the FBO as requested by the Aircraft Commander or other delegated replacement, by email, fax, telephone or in person;

3.4.10 For passengers, FBO to include, but not limited to: access to washrooms, telephones, ground transportation; and

3.4.11 Crew and passengers may require transportation to and from local accommodations (within 30 KM from the airfield) for flights that are overnighiting.

#### **4. Constraints**

4.1 All work must comply with relevant safety standards and all local and national laws and regulations;

4.2 Services must be provided in all weather conditions; and

4.3 Permits, licenses or other authorizations for any of the services, equipment and personnel being provided are the responsibility of the Contractor.

#### **5. Notice**

DND/RCAF will, when possible:

a. Provide the Contractor with 96 hours advance notice on all scheduled flight arrivals and departures where the Contractor services will be required; and

b. Contact the Contractor to indicate the exact time the services will be required.

## Appendix A1 - Locations and Estimated Quantities

### United States

Locations	Airport	Aircraft Type						Estimated Quantity (US gallons)
		CC177	CC130J	CC130H	CC144	CC150	CH146	
Anchorage, AK	ANC					22,615		22,615
Avalon, CA	CIB					6,526		6,526
Boise, ID	BOI			40,000				40,000
Cavalier, ND	Hinkle				280			280
Charleston, SC	CHS	7,037	1,080					8,117
Colorado Springs, CO	COS		3,619					3,619
Cumberland, MD	CBE				285			285
Duluth, MN	DLH				113			113
Elizabeth City, VA	ECG				260			260
Green Bay, WI	GRB			5,264				5,264
Honolulu, HI	HNL					26,486		26,486
Indianapolis, IN	IND					1,892		1,892
Ironwood, MI	IWD				273			273
Jacksonville, FL	JAX		3,234		263			3,497
Key West, FL	EYW					10,412		10,412
Little Rock, AR	LIT		12,350					12,350
Los Angeles, CA	LAX		9,056					9,056
Marathon, FL	MIH				280			280
Miami, FL	OPF				852	24,917		25,769
Myrtle Beach, SC	MYR				214			214
Raleigh, NC	RDU				1,028			1,028
Rockford, IL	RMC			4,000				4,000
Roswell, GA	ROW					7,959		7,959
Sacramento, CA	SME	5,921						5,921
San Antonio, TX	SAT	49,722						49,722
St. Augustine, FL	UST				262			262
San Diego, CA	SDM			360,000		10,567		370,567
Thermal, CA	TRM		3,559					3,559
Wellsville, NY	ELZ				143			143

**Total**

**620,469**

### Europe

Locations	Airport	CC177	CC130J	CC130H	CH144	CC150	CH146	Estimated Quantity (US gallons)
Borispol, Ukraine	KBP	4,553						4,553
Brussels, Belgium	BRU					12,720		12,720
Bucharest, Romania	BBU					5,604		5,604



Budapest, Hungary	BUD		1,924					1,924
Cardiff, Wales	CWL					8,049		8,049
Deauville/St. Gatien, France	DOL					13,715		13,715
Dresden, Germany	DRS					18,186		18,186
Edinburgh, Scotland	EDI	19,594						19,594
Gran Canaria, Spain	LPA		15,914					15,914
Keflavik, Iceland	KEF		30,406			16,249		46,655
Kiev, Ukraine	IEV					13,743		13,743
Lajes, Portugal	TER		8,562			40,868		49,430
Leeds, UK	LBA					7,756		7,756
Lesquin, France	LIL					32,778		32,778
Lisban, Portugal	LIS					22,077		22,077
London, UK	LTN		4,523			3,990		8,513
Munich, Germany	MUC					3,196		3,196
Nottingham, UK	NQT	29,659						29,659
Pardubice, Czech Rep.	PED		1,280					1,280
Paris, France	CDG		3,125					3,125
Pisa, Italy	PSA					3,520		3,520
Poznan, Poland	POZ					3,983		3,983
Reykjavik, Iceland	KEF		2,378					2,378
Rome, Italy	FCO					7,402		7,402
Šiauliai, Lithuania	SQQ	29,754	10,704			18,908		59,366
Warsaw, Poland	WAW					6,598		6,598
<b>Total</b>								<b>401,718</b>

### Caribbean and Central and South America

Locations	Airport	CC177	CC130J	CC130H	CC144	CC150	CH146	Estimated Quantity (US gallons)
Arequipa, Peru	AQP					1,857		1,857
Belize City, Belize	BZE						4,000	4,000
Bogota, Colombia	BOG					8,164		8,164
Lima, Peru	LIM	39,812	12,980			7,711		60,503
Majuro Atoll, Marshall Islands	MAJ		4,340					4,340
Nassau, Bahamas	NAS					3,397		3,397
San Salvador, El Salvador	SAL		2,257					2,257
Santa Maria, Brazil	RIA		14,669					14,669
Santiago, Chile	SCL					7,896		7,896
Willemstad, Curacao	CUR					12,811		12,811
<b>Total</b>								<b>119,894</b>

### Africa and Middle Orient

Locations	Airport	CC177	CC130J	CC130H	CC144	CC150	CH146	Estimated Quantity (US gallons)
Addis Ababa, Ethiopia	ADD		2,766					2,766
Amman, Jordan	ADJ						4,000	4,000
Arbil, Iraq	EBL		2,067					2,067
Dakar, Senegal	DKR		6,121			13,742		19,863
Dubai, United Arab Emirates	DXB	24,604	9,993					34,597
Kabul, Afghanistan	KBL		9,450					9,450
Kampala, Uganda	EBB	18,321	30,325					48,646
Kinshasa, Congo	FIH		808					808
Kuala Lumpur, Malaysia	KUL						4,000	4,000
Kuwait City, Kuwait	KWI	26,417				1,167,984		1,194,401
Luxor, Egypt	LXR					10,427		10,427
Muscat, Oman	MCT		2,975					2,975
Nairobi, Kenya	NBO	4,612						4,612
N'Djamena, Chad	NDJ		96,545					96,545
Total								1,435,157

## Asia/Eurasia and Oceania

Locations	Airport	CC177	CC130J	CC130H	CC144	CC150	CH146	Estimated Quantity (US gallons)
Auckland, New Zealand	AKL					10,636		10,636
Beijing, China	PEK					12,066		12,066
Brisbane, Australia	BNE					9,735		9,735
Christmas Island, Christmas	XCH		3,275					3,275
Hakodate, Japan	HKD	42,536						42,536
Hangzhou, China	HGH					3,664		3,664
Nadi, Fiji	NAN		1,410					1,410
Total								83,322

## APPENDIX A2

Aircraft Type						
Equipment Type	CC130 (Hercules)	CC150 (Airbus Polaris)	CC144 (Challenger)	CP140 (Aurora)	CF118 (Fighter Hornet)	CC177 (Globemaster)
Ground Power Unit (GPU)	- Minimum of 60KVA, 1600 amp, GPU 400hz, 1600 amp on, 208/3ph power supply.	Minimum of 90KVA, 1600 amp, GPU 400hz, 1600 amp on, 208/3ph power supply.	- Minimum of 90KVA, 1600 amp, GPU 400hz, 1600 amp on, 208/3ph power supply.	- Minimum of 90KVA, 1600 amp, GPU 400hz, 1600 amp on, 208/3ph power supply.	- Minimum of 90KVA, 1600 amp, GPU 400hz, 1600 amp on, 208/3ph power supply.	- Minimum of 90KVA, 1600 amp, GPU 400hz, 1600 amp on, 208/3ph power supply.
Chiller Cart	As required in hotter locations	In hot climates (> 30°C) and capable of connecting to A310.	As required in hotter locations	- As required in hotter locations - Air Conditioning cart equivalent to TSD 2452 (USAF designation), or NR 9 or NR 10 (USN designation).	As required in hotter locations	As required in hotter locations
Heater	As required in colder locations	As required in colder locations	As required in colder locations	As required in colder locations	As required in colder locations	As required in colder locations
Hydraulic Stand	Pressure 0-3000 psi, 0-36 gal/min					
Freight moving equipment	- the overall height of the forklift shall not exceed 140” high to ensure that there is proper clearance between the forklift and the aircraft tail during loading / offloading - If a military K-Loader is available to the contractor, the minimum acceptable loader would be the 25K model with serviceable front rubber bumpers. This would	- During periods of extensive passenger rotations, a split /dual platform loader is required for on/off loading ULDs/pallets. - The dual platform loader must be able to service the main deck and lower lobe of the Airbus A310 and have a lift capacity of 7000kgs/15,400 lbs. - If a military K-loader is available to the contractor, it must be capable of		- Baggage carts, while not mandatory, would be preferable for expediting loading/unloading.		- Forklift(s) capable of handling military 463L pallets (108 X 88 in) up to 10,400 lbs at a height of 84 in/2133.60mm. - If a military K-Loader is available to the contractor, the minimum acceptable loader would be the 25K model with serviceable front rubber bumpers. This would be the only method of safely offloading joined pallets.

## APPENDIX A2

Aircraft Type						
Equipment Type	CC130 (Hercules)	CC150 (Airbus Polaris)	CC144 (Challenger)	CP140 (Aurora)	CF118 (Fighter Hornet)	CC177 (Globemaster)
	be the only method of safely offloading joined pallets. - forklift and K-loader is mission dependant	handling a max weight of 10,400 lbs (4,535 kg) in order to accommodate fully loaded freight cans. - Outside of passenger rotations, alternate aviation cargo loaders designed to support military transport cargo may be considered on approval of the TA only. Proposed equipment must be capable of transporting palletized, skid mounted and wheeled loads while meeting all standards and safety criteria. - Baggage conveyor designed to load/off load the aft bulk hold. - no forklift authorized				
Stairs / ladders / platforms	- All ladders, stairs and side rail must have a rubber bumper for aircraft protection. - High platform maintenance stands may be required	Gate parking is preferred for passenger handling. If unavailable then appropriate aircraft staircase is required. - All ladders, stairs and side rail must have a rubber bumper for aircraft protection. - Mobile stairs capable of		- All ladders, stairs and side rail must have a rubber bumper for aircraft protection. - Air-stairs capable of servicing CP140/P-3 aircraft. Min height of 72 inches to max height of 108 inches, 600 lb capacity		

## APPENDIX A2

Aircraft Type					
Equipment Type	CC130 (Hercules)	CC150 (Airbus Polaris)	CC144 (Challenger)	CP140 (Aurora)	CF118 (Fighter Hornet)
					CC177 (Globemaster)
<b>Towing</b>		servicing A310 wide body aircraft, equipped with two each front and rear hydraulically operated stabilizers. - air stairs capable of reaching 19 ft		- Tow-bar compatible with Lockheed Electra/P3 Orion (NSN 1730-01-384-2805)	- Ideally parking spaces that will not require towing or marshalling: - Primary aircraft towing tractor: MIL-T-38454 (Type A/S32U-30) or secondary aircraft towing tractor: MIL-T-26023 (type MB-2).
<b>De-icing / anti-icing equipment</b>		- MIL-T-38454 (Type A/S32U-30) or secondary aircraft towing tractor: MIL-T-26023 (type MB-2) - the following Tow Bars are approved exclusively: 17G013043-1 NSN 1730 01 312 5428; and 17G013043-501 NSN 1730 01 534 6421.		Equipment capable of extending to 40 feet (13 meters).	Equipment capable of extending to 70 feet (21 meters).
<b>Refueling pressures</b>	50 psi	Maximum 50 psi	Maximum 55 psi	44-55 psi	35 psi for pre-check, maximum 55 psi
<b>Other</b>		Preferred but not required. Requirement is mission dependent. - Gas powered flood lights - belt loader for inspecting and pulling hoses			

## APPENDIX A2

Aircraft Type						
Equipment Type	CC130 (Hercules)	CC150 (Airbus Polaris)	CC144 (Challenger)	CP140 (Aurora)	CF118 (Fighter Hornet)	CC177 (Globemaster)
		- hangar space - defueler - Aircraft Jacks for A310 100 ton for wings 60 ton nose				
Notes						
Fluids						
Anti-icing fluids (AAF)	660 L max	800 L max	350 L max	450 L max	not approved	1300 L max
De-icing fluids (ADF)	No min/max levels for ADF	No min/max levels for ADF	No min/max levels for ADF	No min/max levels for ADF	No min/max levels for ADF	No min/max levels for ADF
Liquid Oxygen	Yes - 25 litres. NATO standard adapters required.		No	No	Yes - 10L	Yes - 175 L max
Gaseous Oxygen	No		No	Gaseous Oxygen cylinders with adapter and line capable of replenishing aircraft system to 1800 PSI.	No	No
Medical Oxygen	No	Yes. Mission dependant.	Yes. Mission dependant.	No	No	No
Nitrogen	Yes - for tires. Specific adapters required; Charging Assembly, part no. 701630, Hose kit, part no. 1457810000, Nitrogen cart, Part no. PD91T1RDM12, Pressure gauge, part no. 300081, Tire inflator kit, part no. 1065, Tire pressure gauge, part no. 17-545, Tire valve tool, Part no. GA143A	Nitrogen only as needed with a system capable of delivering 3,000 psi.	May require		Approximately 10L	Nitrogen is used; it must be able to affect a storage pressure of 2500 PSI.

APPENDIX A2

Equipment Type	Aircraft Type					
	CC130 (Hercules)	CC150 (Airbus Polaris)	CC144 (Challenger)	CP140 (Aurora)	CF118 (Fighter Hornet)	CC177 (Globemaster)

### Appendix A3

#### Examples of Typical Ground Handling Services Requirements

Location	Aircraft Type	Typical services required at this location
Kuwait City, Kuwait	CC150	PAX: 100 (with PAX processing) Crew: max 15 GPU: 1 x 4 hrs Chiller cart: 1 x 3 hrs Dual platform loader: 1 x (2hrs) (or) <ul style="list-style-type: none"> <li>• Military K-loader 1 x 1 hr</li> <li>• Baggage conveyor 1 x 1 hr</li> <li>• Mobile stairs 2 x 2 hrs</li> </ul> Towing: tractor or bar 1/2 hr Refueling: max 80,000 lbs Defueling: 5,000 lbs 60 ton jack for nose 1 x 4 hr 100 ton jack for wings (1 x each wing) Gas powered flood lights: 2 x 6 hrs Aircraft cleaning: yes Medical Oxygen: 12 bottles containing 15-30 minutes of oxygen Nitrogen – volume unknown
	CC177	PAX: 200 CREW: max 7 GPU: 1 x 4 hrs Chiller cart: 1 x 3 hrs Stairs: 1 x 1 hr Forklift: 2 x 1 hr (or) <ul style="list-style-type: none"> <li>• Military K-Loader 1 x 1 hr</li> </ul> Towing: x ½hr (only if parking spaces requiring not towing or marshalling are NOT available) Refueling: max 245,000 lbs Defueling : 15,000 lbs LOX: 175L max Nitrogen: volume unknown
Location	Aircraft Type	Typical services required at this location
San Diego, CA	CC130J	PAX: 120 Crew: max 7 GPU: 1 x 4 hrs Chiller cart: 1 x 3 hrs Heater: 1 x 3 hrs Hydraulic stand: 1 x 4hrs Forklift: 2 x 1 hr (or) <ul style="list-style-type: none"> <li>• Military K-Loader 1 x 1 hr</li> </ul> Stairs: 1 x 1 hr



	CC150	<p>Ladders 2 x 1 hr  High platform maintenance stand 1 x 4 hrs  Refueling: max 42,000 lbs  Defueling: 5,000 lbs  AAF – 660 L max  LOX: 25 L with Nato standard adapters  Nitrogen – volume unknown</p> <p>PAX: 100  Crew: max 15  GPU: 1 x 4 hrs  Chiller cart: 1 x 3 hrs  Heater: 1 x 3 hrs  Dual platform loader: 1 x (2hrs) (or)</p> <ul style="list-style-type: none"> <li>• Military K-loader 1 x 1 hr</li> <li>• Baggage conveyor 1 x 1 hr</li> <li>• Mobile stairs 2 x 2 hrs</li> </ul> <p>Towing: Towing tractor or bar 1/2 hr  Refueling: max 80,000 lbs  Defueling: 5,000 lbs  AAF: 800 L max  60 ton jack for nose 1 x 4 hr  100 ton jack for wings (1 x each wing)  Gas powered flood lights: 2 x 6 hrs  Aircraft cleaning: yes  Medical Oxygen: 12 bottles containing 15-30 minutes of oxygen  Nitrogen – volume unknown</p> <ul style="list-style-type: none"> <li>- Access to crew room</li> </ul>
Location	Aircraft Type	Typical services required at this location
N'Djamena, Chad	CC130J	<p>PAX: 120  Crew: max 7  GPU: 1 x 4 hrs  Chiller cart: 1 x 3 hrs  Hydraulic stand: 1 x 4hrs  Forklift: 2 x 1 hr (or)</p> <ul style="list-style-type: none"> <li>• Military K-Loader 1 x 1 hr</li> </ul> <p>Stairs: 1 x 1 hr  Ladders 2 x 1 hr  High platform maintenance stand 1 x 4 hrs  Refueling: max 42,000 lbs  Defueling: 5,000 lbs  LOX: 25 L with Nato standard adapters  Nitrogen – volume unknown</p> <ul style="list-style-type: none"> <li>- Ground transportation services for crew and passengers to local hotel and back</li> </ul>

Location	Aircraft Type	Typical services required at this location
Lima, Peru	CC130J	PAX: 120 Crew: max 7 GPU: 1 x 4 hrs Chiller cart: 1 x 3 hrs Hydraulic stand: 1 x 4hrs Forklift: 2 x 1 hr (or) <ul style="list-style-type: none"> <li>Military K-Loader 1 x 1 hr</li> </ul> Stairs: 1 x 1 hr Ladders 2 x 1 hr High platform maintenance stand 1 x 4 hrs Refueling: max 42,000 lbs Defueling: 5,000 lbs LOX: 25 L with Nato standard adapters Nitrogen – volume unknown
	CC150	PAX: 100 Crew: max 15 GPU: 1 x 4 hrs Chiller cart: 1 x 3 hrs Dual platform loader: 1 x (2hrs) (or) <ul style="list-style-type: none"> <li>Military K-loader 1 x 1 hr</li> <li>Baggage conveyor 1 x 1 hr</li> <li>Mobile stairs 2 x 2 hrs</li> </ul> Towing: Towing tractor or bar 1/2 hr Refueling: max 80,000 lbs Defueling: 5,000 lbs 60 ton jack for nose 1 x 4 hr 100 ton jack for wings (1 x each wing) Gas powered flood lights: 2 x 6 hrs Aircraft cleaning: yes Medical Oxygen: 12 bottles containing 15-30 minutes of oxygen Nitrogen – volume unknown
	CC177	PAX: 200 CREW: max 7 GPU: 1 x 4 hrs Chiller cart: 1 x 3 hrs Stairs: 1 x 1 hr Forklift: 2 x 1 hr (or) <ul style="list-style-type: none"> <li>Military K-Loader 1 x 1 hr</li> </ul> Towing: x ½hr (only if parking spaces requiring not towing or marshalling are NOT available) Refueling: max 245,000 lbs Defueling : 15,000 lbs

		LOX: 175L max Nitrogen: volume unknown - Aircraft defueling services
Location	Aircraft Type	Typical services required at this location
Šiauliai, Lithuania	CC130J	PAX: 120 Crew: max 7 GPU: 1 x 4 hrs Chiller cart: 1 x 3 hrs Heater: 1 x 3 hrs Hydraulic stand: 1 x 4hrs Forklift: 2 x 1 hr (or) <ul style="list-style-type: none"> <li>Military K-Loader 1 x 1 hr</li> </ul> Stairs: 1 x 1 hr Ladders 2 x 1 hr High platform maintenance stand 1 x 4 hrs Refueling: max 42,000 lbs Defueling: 5,000 lbs AAF – 660 L max LOX: 25 L with Nato standard adapters Nitrogen – volume unknown - Short notice arrival (3 hour warning)
	CC150	PAX: 100 Crew: max 15 GPU: 1 x 4 hrs Chiller cart: 1 x 3 hrs Heater: 1 x 3 hrs Stairs: 2 x 3 hrs Dual platform loader: 1 x (2hrs) (or) <ul style="list-style-type: none"> <li>Military K-loader 1 x 1 hr</li> <li>Baggage conveyor 1 x 1 hr</li> <li>Mobile stairs 1 x 2 hrs</li> </ul> Towing: Towing tractor or bar 1/2 hr Refueling: max 80,000 lbs Defueling: 5,000 lbs AAF : 800 L max 60 ton jack for nose 1 x 4 hr 100 ton jack for wings (1 x each wing) Gas powered flood lights: 2 x 6 hrs Aircraft cleaning: yes Medical Oxygen: 12 bottles containing 15-30 minutes of oxygen Nitrogen – volume unknown
	CC177	PAX: 200 CREW: max 7 GPU: 1 x 4 hrs

		<p>Chiller cart: 1 x 3 hrs Stairs: 1 x 1 hr Forklift: 2 x 1 hr (or)</p> <ul style="list-style-type: none"><li>• Military K-Loader 1 x 1 hr</li></ul> <p>Towing: x ½hr (only if parking spaces requiring not towing or marshalling are NOT available) Refueling: max 245,000 lbs Defueling : 15,000 lbs AAF: 1300 L max LOX: 175L max Nitrogen: volume unknown</p>
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**INTOPLANE AVIATION FUEL AND GROUND HANDLING SERVICES**  
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**BASIS OF PAYMENT - FUEL**

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid a firm unit price for each fuel requirement as specified in Annex "C", subject to adjustment as specified below. Delivery, customs duties and all taxes are included.

The unit price offered in Annex "C" includes all taxes or levies that may be or are imposed on the sale of the work pursuant to any federal or provincial or other ordinance.

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

**1. UNIT PRICE ADJUSTMENTS**

**1.1 PRICE ADJUSTMENT METHOD**

The unit price as shown at Annex "C" will be subject to upward or downward adjustments using \_\_\_\_\_.(*Standing Offer Authority to complete at Standing Offer award*)

(*Standing Offer Authority will insert either*)

**Method 1:** Reference Marker weekly average price per gallon as compiled by Platts Oilgram Price Report.

Or

**Method 2:** The Contractor's offered method (e.g.: alternate reference marker that follows the local market or Posted Price at Delivery) as accepted by Canada and detailed below.

Or as specified in Annex C.

**1.2 BASIS FOR UNIT PRICE ADJUSTMENTS**

**Method 1:**

The unit prices shown at Annex "C" are subject to adjustment using the Platts Oilgram Price Report Reference Markers detailed below. The average weekly assessments will be based on the Monday to Friday week average of the high and low daily assessments as compiled by Platt's Oilgram and made available electronically at the beginning of the following week from either GlobalView or PAWS.

**USA**

The unit prices shown at Annex "C", for requirements in the USA, are subject to adjustment using the Reference Marker United States Gulf Coast (USGC) Cargos Waterborne Jet 54.

**PRODUCT**  
Jet Kerosene

**VALUE**  
\$1.3801 USD/USG



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**Europe**

The unit prices shown at Annex "C", for requirements in Europe, are subject to adjustment using the Reference Marker NorthWest Europe Cargos CIF Jet Kerosene.

PRODUCT	VALUE
Jet Kerosene	\$1.4424 USD/USG

**Caribbean and Central and South America**

The unit prices shown at Annex "C", for requirements in the Caribbean and Central and South America, are subject to adjustment using the Reference Marker United States Gulf Coast (USGC) Cargos Waterborne Jet 54.

PRODUCT	VALUE
Jet Kerosene	\$1.3801 USD/USG

**Africa and Middle Orient**

The unit prices shown at Annex "C", for requirements in Africa and Middle Orient, are subject to adjustment using the Reference Marker Singapore Jet Kerosene Mid \$/barrel.

PRODUCT	VALUE
Jet Kerosene	\$1.4149 USD/USG

**Asia/Eurasia and Oceania**

The unit prices shown at Annex "C", for requirements in Asia/Eurasia and Oceania, are subject to adjustment using the Reference Marker Singapore Jet Kerosene Mid \$/barrel.

PRODUCT	VALUE
Jet Kerosene	\$1.4149 USD/USG

Or

**Method 2**

The unit price at time of delivery is based on the price provided by the Contractor and the method of adjustment offered by the Contractor and accepted by Canada. *(Standing Offer Authority will enter the method of adjustment for method 2 indicated in the offer).*

**1.3 METHOD OF CALCULATING UNIT PRICE ADJUSTMENTS**

**Price Adjustment Effective Day:**

All unit price adjustments, will come into effect at 12:01 AM on \_\_\_\_\_ *(Standing Offer Authority will indicate the day of the week as selected by the Offeror in Part 3, Section 2 C, Unit Price Adjustments)*

**Method 1**

The unit price, effective the day of the week identified above, shall be the difference between the weekly average of the Platts Oilgram Reference Marker price for the Friday just prior to the lifting and the applicable Reference Marker price for **June 17, 2016** plus the offer price indicated in Annex "C". If no Platts Oilgram Price Report is published on a particular date indicated, the Platts Oilgram Price Report published immediately prior to that date shall apply.



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Or

**Method 2**

The adjustment to the unit price will be determined by the Contractor and must follow the local market value. The Contractor must provide publication to support the proposed local market value.

The price adjustment shall be \_\_\_\_\_ *(Standing Offer Authority will insert the price adjustment proposed by the Offeror in its offer and accepted by Canada)*

**1.4 REVISION OF REFERENCE MARKER**

In the event:

- a) the applicable Reference Marker is discontinued; or,
- b) the parties determine that the Reference Marker does not reflect market conditions;

the parties will mutually agree upon an appropriate and comparable substitute and the Standing Offer will be modified to reflect such substitute on a mutually agreed upon date.

**2. BASIS OF PAYMENT - GROUND HANDLING SERVICES**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid actual cost plus the firm mark-up percentage indicated in Annex "C" – Pricing Tables.

Firm mark-up percentage must include profit and all overhead, including but not limited to, applicable purchasing expense, internal handling and general and administrative expenses including Management time. The mark-up rate and its basis of application will be fixed for the life of the Standing Offer.

For invoicing purposes, ground handling services costs must be supported by presentation of invoice received from the FBO for the services performed.

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 Standing Offer Authority before their incorporation into the Work.

## Annex C - Pricing Tables

### Part A - Fuel Price

#### United States

A	B	C	D
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)
Anchorage, AK	ANC	22,615	
Avalon, CA	CIB	6,526	
Boise, ID	BOI	40,000	
Cavalier, ND	Hinkle	280	
Charleston, SC	CHS	8,117	
Colorado Springs, CO	COS	3,619	
Cumberland, MD	CBE	285	
Duluth, MN	DLH	113	
Elizabeth City, VA	ECG	260	
Green Bay, WI	GRB	5,264	
Honolulu, HI	HNL	26,486	
Indianapolis, IN	IND	1,892	
Ironwood, MI	MD	273	
Jacksonville, FL	JAX	3,497	
Key West, FL	EYW	10,412	
Little Rock, AR	LIT	700	
Los Angeles, CA	LAX	9,056	
Marathon, FL	MIH	280	
Miami, FL	OPF	25,769	
Myrtle Beach, SC	MYR	214	
Raleigh, NC	RDU	1,028	
Rockford, IL	RMC	481	
Roswell, GA	ROW	7,959	
Sacramento, CA	SME	5,921	
San Antonio, TX	SAT	49,722	
St. Augustine, FL	UST	262	
San Diego, CA	SDM	114,915	
Thermal, CA	TRM	3,559	
Wellsville, NY	ELZ	143	



## Europe

A	B	C	D
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)
Borispol, Ukraine	KBP	4,553	
Brussels, Belgium	BRU	12,720	
Bucharest, Romania	BBU	5,604	
Budapest, Hungary	BUD	1,924	
Cardiff, Wales	CWL	8,049	
Deauville/St. Gatien, France	DOL	13,715	
Dresden, Germany	DRS	18,186	
Edinburgh, Scotland	EDI	19,594	
Gran Canaria, Spain	LPA	15,914	
Keflavik, Iceland	KEF	46,655	
Kiev, Ukraine	IEV	13,743	
Lajes, Portugal	TER	49,430	
Leeds, UK	LBA	7,756	
Lesquin, France	LJU	32,778	
Lisban, Portugal	LIS	22,077	
London, UK	LTN	8,513	
Munich, Germany	MUC	3,196	
Nottingham, UK	NQT	29,659	
Pardubice, Czech Rep.	PED	1,280	
Paris, France	CDG	3,125	
Pisa, Italy	PSA	3,520	
Poznan, Poland	POZ	3,983	
Reykjavik, Iceland	KEF	2,378	
Rome, Italy	FCO	7,402	
Šiauliai, Lithuania	SQQ	59,366	
Warsaw, Poland	WAW	6,598	

## Caribbean and Central and South America

A	B	C	D
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)
Arequipa, Peru	AQP	1,857	
Belize City, Belize	BZE	7,800	
Bogota, Colombia	BOG	8,164	
Lima, Peru	LIM	60,503	

Majuro Atoll, Marshall Islands	MAJ	4,340	
Nassau, Bahamas	NAS	3,397	
San Salvador, El Salvador	SAL	2,257	
Santa Maria, Brazil	RIA	14,669	
Santiago, Chile	SCL	7,896	
Willemstad, Curacao	CUR	12,811	

### Africa and Middle Orient

A	B	C	D
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)
Addis Ababa, Ethiopia	ADD	2,766	
Amman, Jordan	ADJ	4,000	
Arbil, Iraq	EBL	2,062	
Dakar, Senegal	DKR	10,863	
Dubai, United Arab Emirates	DXB	34,597	
Kabul, Afghanistan	KBL	9,450	
Kampala, Uganda	EBB	48,646	
Kinshasa, Congo	FIH	808	
Kuala Lumpur, Malaysia	KUL	4,000	
Kuwait City, Kuwait	KWI	1,167,984	
Luxor, Egypt	LXR	10,427	
Muscat, Oman	MCT	2,975	
Nairobi, Kenya	NBO	4,612	
N'Djamena, Chad	NDJ	96,545	

### Asia/ Eurasia and Oceania

A	B	C	D
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)
Auckland, New Zealand	AKL	10,636	
Beijing, China	PEK	12,066	
Brisbane, Australia	BNE	9,735	
Christmas Island, Christmas	XCH	3,275	
Hakodate, Japan	HKD	42,536	
Hangzhou, China	HGH	3,664	
Nadi, Fiji	NAN	1,410	

**Part B - Firm Mark-up Percentage - Ground Handling Services**

Firm and all inclusive mark-up percentage for the ground handling services:	
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To be completed by the SO authority

APPENDIX/ ANNEXE D

Consumption Report/ Rapport De Consommation

PWGSC FILE NO: E60HL-4-0050/000/A														
Standing Offer / Offre à commande: E60HL-4-0050/002														
Supplier Name / Fournisseur: Shell Canada Products														
Zone	Product Code and Delivery Method Code produit et Mode de livraison	Dept Ministère	Location Endroit	Product Name Nom de Produit	Volume Estimate	Jun 1, 2012 - Jun 30, 2012			Jul 1, 2012 - Sep 30, 2012			Total		
						Number of call-us Nombre de commandes	Quantity Purchased Quantité Achetée	Total value of Invoices Valeur totale des factures	Number of call-us Nombre de commandes	Quantity Purchased Quantité Achetée	Total value of Invoices Valeur totale des factures	Quantity Purchased Quantité Achetée	Value of Total Invoices Valeur totale des factures	
PQ541	54/IP	RCMP - Montreal	Montreal PQ	Jet A-1 with/FSII	50,000	1	5,000	\$ 5,520	18	5000	\$ 5,520	19	17,417	\$ 12,753
PQ541	54/IP	TC	Montreal PQ	Jet A-1 with/FSII	300,000	2	2,000	\$ 2,208	17	500	\$ 552	19	11,463	\$ 12,618
PQ541	54/IP	DND	Montreal PQ	Jet A-1 with/FSII	250,000	3	90,000	\$ 99,360	16	50,000	\$ 55,200	19	238,349	\$ 246,540
AB031	54/IP	RCMP - Prince George	Calgary AB	Jet A-1 with/FSII	3,000	4	10,000	\$ 11,040	15	250	\$ 276	19	10,250	\$ 11,316
AB031	54/IP	RCMP - Edmonton	Calgary AB	Jet A-1 with/FSII	120,000	5	6,000	\$ 6,624	14	1,000	\$ 1,104	19	72,328	\$ 67,132
AB031	55/IP	RCMP - Richmond	Calgary AB	Aviation Gasoline	10,000	6	25,000	\$ 27,600	13	5,200	\$ 5,741	19	36,336	\$ 36,336
AB031	54/IP	TC	Calgary AB	Jet A-1 with/FSII	61,000	7	2,000	\$ 2,208	12	6,950	\$ 7,673	19	22,812	\$ 22,669
AB031	54/IP	DND	Calgary AB	Jet A-1 with/FSII	1,100,000	8	250,000	\$ 276,000	11	90,000	\$ 99,360	19	920,651	\$ 909,267
AB101	54/IP	RCMP - Edmonton	Edmonton AB	Jet A-1 with/FSII	300,000	9	5,000	\$ 5,520	10	200	\$ 221	19	7,294	\$ 7,456
AB101	54/IP	RCMP - Richmond	Edmonton AB	Jet A-1 with/FSII	5,000	10	1,000	\$ 1,104	9	2,000	\$ 2,208	19	2,802	\$ 3,022
AB101	54/IP	RCMP - Prince George	Edmonton AB	Jet A-1 with/FSII	2,000	11	300	\$ 331	8	-	-	19	1,200	\$ 1,075
AB101	53/IP	TC	Edmonton AB	Jet A-1	40,000	12	500	\$ 552	7	-	-	19	12,725	\$ 11,345
AB101	54/IP	DND	Edmonton AB	Jet A-1 with/FSII	2,500,000	13	150,000	\$ 165,600	6	5,000	\$ 5,520	19	2,197,623	\$ 1,971,488
BC221	54/IP	RCMP - Richmond	Richmond BC	Jet A-1 with/FSII	100,000	14	2,000	\$ 2,208	5	90,000	\$ 99,360	19	326,161	\$ 327,008
BC221	54/IP	RCMP - Prince George	Richmond BC	Jet A-1 with/FSII	40,000	15	1,000	\$ 1,104	4	632	\$ 698	19	21,164	\$ 20,481
BC221	54/IP	RCMP - Kelowna	Richmond BC	Jet A-1 with/FSII	100,000	3	-	-	3	-	-	19	600	\$ 662
BC221	54/IP	TC	Richmond BC	Jet A-1 with/FSII	100,000	2	5,000	\$ 5,520	2	-	-	19	5,000	\$ 5,520
BC221	54/IP	DND	Richmond BC	Jet A-1 with/FSII	8,500,000	1	150,000	\$ 165,600	1	450	\$ 497	19	227,540	\$ 248,458

This is not an example of how to do anything. It is only an example of how not to do anything.

## ANNEX E

### Countries with VAT Exemptions

Country	Effective Date	Authority
ALBANIA	29 Jan 1999	P.C./1999-21
ANITIGUA AND BARBUDA	21 Aug 1984	SI/84-167
AUSTRIA	21 Jan 1999	P.C./1999-21
AZERBAIJANI	21 Jun 1999	P.C./1999-21
BANGALDESH	21 Aug 1984	SI/84-167
BARBADOS	21 May 1971	SOR/71-251
BELGIUM	12 Jun 1953	P.C. 1953-927
BELIZE	21 Aug 1984	SI/84-167
BENIN	29 Dec 1995	SOR/96-78
BOTSWANA	10 Sep 1987	SOR/87-592
BRUNEI	03 Oct 1972	SI/72-103
BULGARIA	21 Jan 1999	P.C./1999-21
CAMEROON	15 Dec 1975	SI/76-3
CROATIA	12 Nov 2009	SOR/2009-14
CZECH REPUBLIC	19 May 1993	SOR/93-264
DENMARK	12 Jun 1953	P.C. 1953-927
EL SALVADOR	28 Dec 1995	SOR/96-78
ESTONIA	28 Dec 1995	SOR/96-78
ETHIOPIA	15 Dec 1975	SI/76-3
FINLAND	21 Jan 1999	P.C./1999-21
FRANCE	12 Jun 1953	P.C. 1953-927
GEORGIA	21 Jan 1999	P.C./1999-21
GERMANY	21 Jun 1968	SOR/68-258
GHANA	28 Nov 1969	SOR/69-610
GREECE	18 Nov 1954	P.C. 1954-1765
GUYANA	15 Dec 1975	SI/76-3
HUNGARY	19 May 1993	SOR/93-264
ICELAND	12 Jun 1953	P.C. 1953-927
ITALY	12 Jun 1953	P.C. 1953-927
IVORY COAST	21 Aug 1984	SI/84-167
JAMAICA	28 Nov 1969	SOR/69-610
JAPAN	15 Dec 1975	SI/76-3
KAZAKSTAN	21 Jan 1999	P.C./1999-21
KENYA	28 Nov 1969	SOR/69-610
KOREA (SOUTH)	28 Nov 1969	SOR/69-610
KUWAIT	21 Aug 1984	SI/84-167
LATVIA	28 Dec 1995	SOR/96-78
LITHUANIA	28 Dec 1995	SOR/96-78
LUXEMBOURG	12 Jun 1953	P.C. 1953-927
MACEDONIA	21 Jan 1999	P.C./1999-21
MALAWI	15 Dec 1975	SI/76-3
MALAYSIA	28 Nov 1969	SOR/69-610
MOLDOVA	21 Jan 1999	P.C./1999-21

## ANNEX E

### Countries with VAT Exemptions

NEPAL	21 Aug 1984	SI/84-167
NETHERLANDS	12 Jun 1953	P.C. 1953-927
NICARAGUA	28 Dec 1995	SOR/96-78
NIGER	15 Dec 1975	SI/76-3
NIGERIA	21 May 1978	SOR/71-251
NORWAY	12 Jun 1953	P.C. 1953-927
OMAN	21 Aug 1984	SI/84-167
POLAND	19 May 1993	SOR/93-264
PORTUGAL	12 Jun 1953	P.C. 1953-927
ROMANIA	28 Dec 1995	SOR/96-78
SIERRA LEONE	21 Aug 1984	SI/84-167
SINGAPORE	28 Nov 1969	SOR/69-610
SLOVAK REPUBLIC	19 May 1993	SOR/93-264
SLOVANIA	21 Jan 1999	P.C./1999-21
SPAIN	21 Jan 1999	P.C./1999-21
SUDAN	21 Aug 1984	SI/84-167
SWAZILAND	15 Dec 1975	SI/76-3
SWEDEN	21 Jan 1999	P.C./1999-21
TANZANIA	28 Nov 1969	SOR/69-610
THAILAND	21 Aug 1984	SI/84-167
TRINIDAD AND TOBAGO	28 Nov 1969	SOR/69-610
TURKEY	21 Jun 1968	SOR/68-258
UGANDA	28 Nov 1969	SOR/69-610
UKRAINE	19 May 1993	SOR/93-264
UNITED ARAB EMIRATES	21 Aug 1984	SI/84-167
UNITED KINGDOM	12 Jun 1953	P.C. 1953-927
UNITES STATES OF AMERICA	12 Jun 1953	P.C. 1953-927
UZEKISTAN	21 Jan 1999	P.C./1999-21
VENEZUELA	04 Feb 1972	SI/72-13
ZAMBIA	28 Nov 1969	SOR/69-610
ZIMBABWE	21 Aug 1984	SI/84-167



Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

# ANNEX F

## Call-up Against a Standing Offer

### Commande subséquente à une offre à commandes

Ship to - Expédier à

**To the supplier:** The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

Supplier - Fournisseur

**Au fournisseur:** L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

**Security:** The call-up includes security provisions.

**Sécurité :** La demande comprend des exigences en matière de sécurité.

☐ NO  
NON

☐ YES  
OUI

If YES, attach a SRCL to the call-up  
SI OUI, joindre une LVERS à la demande

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :



The detailed instructions in the standing offer  
Les instructions détaillées dans l'offre à commandes



The address shown in the "Ship to" block  
L'adresse indiquée dans la case « Expédier à »



Special instructions below  
Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.

Financial Code(s) - Code financier(s)

Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

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

Requisition No. - N° de demande  
Order. Off. - Bur. dem. YY-AA Serial No. - N° de série

Client Reference No. (optional)  
N° de référence du client (facultatif)

The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.  
Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Amendment No.  
N° de modification

Previous Value (\$)  
Valeur précédente (\$)

Value of increase or decrease (\$)  
Valeur de l'augmentation ou diminution (\$)

Total estimated expenditures or revised  
Total des dépenses estimatives ou révisées

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)

Special Instructions - Instructions particulières

Total

For further information, call - Pour renseignements supplémentaires, contacter

Name - Nom

Telephone No. - N° de téléphone

Delivery required by - Livraison requise le  
(YYYY-MM-DD) (AAAA-MM-JJ)

For internal purposes only - Pour usage interne seulement

Approved for the Minister - Approuvé pour le Ministre

Pursuant to subsection 32(1) of the *Financial Administration Act*, funds are available.  
En vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*, des fonds sont disponibles.

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Canada

PWGSC-TPSGC 942 (01/2014)

## ANNEX G - Evaluation

### Part 1 - Mandatory Technical Criteria

The offer must meet the mandatory technical requirements specified below. The Offeror must provide the necessary documentation to support compliance with these requirements. Each mandatory technical requirement should be addressed separately.

	Description of Requirement	Cross-reference to bid documents (page / paragraph)
M1	The Offeror must submit a full Technical Proposal that demonstrates that it fully understands the requirement and outlines the approach it will take to provide the goods and services specified in Annex A, including how a request for services would be handled and processed.	
M2	<p>The Offeror must demonstrate that it has been in business in the provision of fueling and ground handling services, similar to those outlined in Annex A, for a minimum of five years prior to the closing date of the Request for Standing Offer (RFSO).</p> <p>In order for the Offeror's experience to be considered, the Offeror should provide detailed descriptions of contracts that demonstrate that the Offeror has provided/coordinated fueling and ground handling services. Each description must include at a minimum:</p> <ol style="list-style-type: none"><li>1. Client organization name, contact name and title, telephone number, and email address*;</li><li>2. Year and month of the start and end date (if applicable);</li><li>3. A description of the services provided.</li></ol> <p><i>Over laps in projects/contracts will only be counted once.</i></p> <p><i>*Client organizations provided as reference may be contacted to confirm information provided.</i></p>	



## Part 2 - Technical Rated Evaluation Criteria

Each rated technical criterion should be addressed separately. The Offeror must demonstrate an understanding of the tasks and the approach to achieving them. To obtain the maximum number of points, the Offeror must clearly and concretely demonstrate how they meet each criterion by providing detailed explanation. Merely repeating what is described in the request for standing offer is insufficient.

In determining years of experience, overlaps of years or months will only be counted once.

<b><i>Rated Technical Criteria</i></b>	<b><i>Evaluation Criteria</i></b>	<b><i>Evaluation Weight</i></b>
<b>R1 Experience – Firm</b>	<p>The Offeror should demonstrate their experience, beyond the minimum five years’ experience required at M2, in providing/coordinating fueling and ground handling services similar to those outlined in Annex A.</p> <p>In order for the Offeror’s experience to be considered, the Offeror should provide detailed descriptions of contracts that demonstrate that the Offeror has provided/coordinated fueling and ground handling services. Each description must include at a minimum:</p> <ol style="list-style-type: none"><li>1. Client organization name, contact name and title, telephone number, and email address*;</li><li>2. Year and month of the start and end date (if applicable);</li><li>3. A description of the services provided.</li></ol> <p><i>Over laps in projects/contracts will only be counted once.</i></p> <p><i>* Client organizations provided as reference may be contacted to confirm information provided.</i></p>	<p><b>Evaluation:</b></p> <p>Fourteen years (168 months) experience or more = <b>50 points</b></p> <p>Twelve years (144 months) to thirteen years and 11 months (167 months) experience = <b>40 points</b></p> <p>Nine years (108 months) to eleven years and 11 months experience (143 months) = <b>30 points</b></p> <p>Seven years (84 months) to eight years and 11 months experience (107 months) = <b>20 points</b></p> <p>Five years and one month (61 months) to six years and eleven months (83 months) experience = <b>10 points</b></p> <p>Less than five years and one month = <b>0 points</b></p> <p><b>Maximum points available = 50</b></p>
<b>R2 Call Centre – Client Satisfaction</b>	<p>The Offeror should describe their call centre’s process, what makes it efficient and how it delivers exceptional customer service.</p> <p>Offeror to obtain and provide three reference letters from clients* who have used the Offeror’s call centre. Each reference letter must be submitted on the client’s letterhead and include at a minimum:</p>	<p><b>Evaluation:</b></p> <p><b>Excellent</b> - Based on the information provided, no doubt exists that the Offeror’s call centre will successfully perform the required work. The references were consistently firm in stating that the Offeror’s call centre performance was superior and that they would unhesitatingly do business with the Offeror again. = <b>50 points</b></p>

	<p>a) Client organization name, contact name and title, telephone number, and email address;</p> <p>b) Year and month of the start and end date (if applicable);</p> <p>c) A brief description of the services provided and level of satisfaction for the services received, as per the two elements below:</p> <ul style="list-style-type: none"> <li>Performance of the call centre: superior, better than average, good, or not satisfactory; and</li> <li>Would do business with the Offeror again; yes or no.</li> </ul> <p><i>* Client organizations may be contacted to confirm that they did indeed provide the reference letter.</i></p>	<p><b>Good</b> - Based on the information provided, little doubt exists that the Offeror’s call centre will successfully perform the required work. Most references stated that the Offeror’s call centre performance was good or better than average and that they would do business with the Offeror again. = <b>25 points</b></p> <p><b>Poor</b> – Based on past performance, references would not do business with the Offeror again. = <b>0 points</b></p> <p><b>Maximum points available = 50</b></p>
<b>R3 Locations Currently Serviced - Fuel</b>	<p>The Offeror should indicate, using the response template provided at Appendix F1, if they are currently providing fueling services at the locations identified on Appendix A1, either directly or through an agreement with a third party.</p> <p><b>Sample:</b> Sacramento International Airport – SMF Fueling Services ____Yes____</p>	<p><b>Evaluation:</b></p> <p>One (1) point per location where the Offeror is currently providing fueling services.</p> <p>Zero (0) points per location where the Offeror is not currently providing fueling services.</p> <p><b>Maximum points available = 86 (86 locations)</b></p>
<b>R4 Locations Currently Serviced – Ground Handling Services</b>	<p>The Offeror should indicate, using the response template provided at Appendix F1, if they are currently providing ground handling services at locations identified on Appendix A1, either directly or through an agreement with a third party.</p> <p><b>Sample:</b> Sacramento International Airport – SMF Ground handling Services ____No____</p>	<p><b>Evaluation:</b></p> <p>One (1) point per location where the Offeror is currently providing ground handling services.</p> <p>Zero (0) points if the Offeror is not currently providing ground handling services.</p> <p><b>Maximum points available = 86 (86 locations)</b></p>
<b>R5 Locations Not Currently Serviced</b>	<p>The Offeror should demonstrate how they propose to provide fueling and ground handling services at locations identified on Appendix A1 at which they are not currently providing for these services and how they would respond to requirements arising at new locations not currently identified on Appendix A1.</p>	<p><b>Evaluation:</b></p> <p>1. The Offeror’s proposed approach fully demonstrates an excellent understanding of the requirement. The proposed approach is feasible and clearly demonstrates the Offeror’s ability to provide fueling and ground</p>

	<p>If an Offeror has indicated at R3 and R4 that they are currently providing fueling and ground handling services at all locations identified on Appendix A1 they should still demonstrate at R5 how they would respond to requirements at new locations.</p>	<p>handling services at these locations and addresses risks and constraints. <b>= 50 points</b></p> <p>2. The Offeror's proposed approach demonstrates a thorough understanding of the requirement. The proposed approach addresses all aspects of the requested services but has minor variation issues in regard to depth, feasibility, critical success factors, risks, and constraints. <b>= 40 points</b></p> <p>3. The Offeror's proposed approach demonstrates a reasonable understanding of the requirement. The proposed approach addresses all aspects of the required services but has significant variation issues in regard to depth, feasibility, critical success factors, risks and constraints. <b>= 30 points</b></p> <p>4. The Offeror's proposed approach demonstrates a limited understanding of the requirement. The proposed approach fails to address one or more aspects of the required services, or has significant variations in regard to depth, feasibility, critical success factors, risks, and constraints. <b>= 20 points</b></p> <p>5. The Offeror's proposed approach demonstrates an inadequate understanding of the requirement. The proposed approach fails to address one or more aspects of the required services, or has major variations in regard to depth, feasibility, critical success factors, risks, and constraints <b>= 0 points</b></p> <p><b>Maximum points available = 50</b></p>
<p><b>R6</b> <b>Fuel with FSII</b></p>	<p>The Offeror should indicate, using the response template provided at Appendix F1, at which locations identified in Appendice A1 they are capable of providing Jet A-1 with FSII.</p> <p><b>Sample:</b></p>	<p><b>Evaluation:</b> 1/2 point per location where the Offeror can provide Jet A1 with FSII.</p> <p>Zero (0) points if the Offeror cannot provide Jet A1 with FSII.</p>

	Sacramento International Airport – SMF Jet A1 with FSII availability ____Yes____	<b>Maximum points available = 43</b> (86 locations)
<b>R7 Best Value for Money</b>	<p>The Offeror should describe how they propose to give Canada the best value for money for the fueling and ground handling services outlined in Annex A.</p> <p><b>a) Fuel –</b> The Offeror should describe the method by which they propose to price their fuel to ensure pricing that is fair and reasonable for Canada.</p> <p><b>b) Ground Handling Services –</b> The Offeror should describe the method by which they propose to price the ground handling and passenger services to ensure pricing that is fair and reasonable for Canada.</p>	<p><b>Evaluation:</b></p> <ol style="list-style-type: none"> <li>1. The Offeror’s proposed pricing method fully demonstrates an excellent understanding of the requirement. The proposed method is feasible and clearly demonstrates how the price is fair and reasonable and addresses possible constraints. <b>= 50 points</b></li> <li>2. The Offeror’s proposed pricing method demonstrates a good understanding of the requirement. The proposed method is feasible and demonstrates how the price is fair and reasonable, and addresses some constraints. <b>= 40 points</b></li> <li>3. The Offeror’s proposed pricing method demonstrates a reasonable understanding of the requirement. The proposed method is feasible but does not clearly demonstrate how the price is fair and reasonable and does not clearly address constraints. <b>= 30 points</b></li> <li>4. The Offeror’s proposed pricing method demonstrates a limited understanding of the requirement. The proposed method fails to address one or more aspects of the required services and does not demonstrate how the price is fair and reasonable and fails to address constraints. <b>= 20 points</b></li> <li>5. The Offeror’s proposed pricing method demonstrates an inadequate understanding of the requirement. The proposed method fails to demonstrate how the price is fair and reasonable. <b>= 0 points</b></li> </ol> <p><b>Maximum points available = 50</b></p>
	<b>Maximum points available – 415 points</b>	

Solicitation No. – N° de l’invitation  
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Amd No. - N° de la modif.

Buyer ID – Id de l’acheteur  
hl659

Client Ref. No. – N° de réf. Du client  
W3373-15B001

File No - N° de dossier  
hl659, W3373-15B001

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	Minimum passing score – <b>60% or 249 points</b>	
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## Appendix G1

Response Template for Rated Technical Criteria R3, R4 & R6

### United States

		R3	R4	R6
Locations	Airport	Fueling Services - Yes/No	Ground handling Services - Yes/No	Jet A1 with FSII available - Yes/No
Anchorage, AK	ANC			
Avalon, CA	CIB			
Boise, ID	BOI			
Cavalier, ND	Hinkle			
Charleston, SC	CHS			
Colorado Springs, CO	COS			
Cumberland, MD	CBE			
Duluth, MN	DLH			
Elizabeth City, VA	ECG			
Green Bay, WI	GRB			
Honolulu, HI	HNL			
Indianapolis, IN	IND			
Ironwood, MI	IWD			
Jacksonville, FL	JAX			
Key West, FL	EYW			
Little Rock, AR	LIT			
Los Angeles, CA	LAX			
Marathon, FL	MIH			
Miami, FL	OPF			
Myrtle Beach, SC	MYR			
Raleigh, NC	RDU			
Rockford, IL	RMC			
Roswell, GA	ROW			
Sacramento, CA	SME			
San Antonio, TX	SAT			
St. Augustine, FL	UST			
San Diego, CA	SDM			
Thermal, CA	TRM			
Wellsville, NY	ELZ			
Total number of locations the Offeror is currently providing fueling services/ground handling services/JetA1 with FSII				

## Europe

		R3	R4	R6
Locations	Airport	Fueling Services - Yes/No	Ground handling Services - Yes/No	Jet A1 with FSII available - Yes/No
Borispol, Ukraine	KBP			
Brussels, Belgium	BRU			
Bucharest, Romania	BBU			
Budapest, Hungary	BUD			
Cardiff, Wales	CWL			
Deauville/St. Gatien, France	DOL			
Dresden, Germany	DRS			
Edinburgh, Scotland	EDI			
Gran Canaria, Spain	LPA			
Keflavik, Iceland	KEF			
Kiev, Ukraine	IEV			
Lajes, Portugal	TER			
Leeds, UK	LBA			
Lesquin, France	LIL			
Lisban, Portugal	LIS			
London, UK	LTN			
Munich, Germany	MUC			
Nottingham, UK	NQT			
Pardubice, Czech Rep.	PED			
Paris, France	CDG			
Pisa, Italy	PSA			
Poznan, Poland	POZ			
Reykjavik, Iceland	KEF			
Rome, Italy	FCO			
Šiauliai, Lithuania	SQQ			
Warsaw, Poland	WAW			
<b>Total number of locations the Offeror is currently providing fueling services/ground handling services/JetA1 with FSII</b>				

### Caribbean and Central and South America

		R3	R4	R6
Locations	Airport	Fueling Services - Yes/No	Ground handling Services - Yes/No	Jet A1 with FSII available - Yes/No
Arequipa, Peru	AQP			
Belize City, Belize	BZE			
Bogota, Colombia	BOG			
Lima, Peru	LIM			
Majuro Atoll, Marshall Islands	MAJ			
Nassau, Bahamas	NAS			
San Salvador, El Salvador	SAL			
Santa Maria, Brazil	RIA			
Santiago, Chile	SCL			
Willemstad, Curacao	CUR			
<b>Total number of locations the Offeror is currently providing fueling services/ground handling services/JetA1 with FSII</b>				

### Africa and Middle Orient

		R3	R4	R6
Locations	Airport	Fueling Services - Yes/No	Ground handling Services - Yes/No	Jet A1 with FSII available - Yes/No
Addis Ababa, Ethiopia	ADD			
Amman, Jordan	ADJ			
Arbil, Iraq	EBL			
Dakar, Senegal	DKR			
Dubai, United Arab Emirates	DXB			
Kabul, Afghanistan	KBL			
Kampala, Uganda	EBB			
Kinshasa, Congo	FIH			
Kuala Lumpur, Malaysia	KUL			
Kuwait City, Kuwait	KWI			
Luxor, Egypt	LXR			
Muscat, Oman	MCT			
Nairobi, Kenya	NBO			
N'Djamena, Chad	NDJ			
<b>Total number of locations the Offeror is currently providing fueling services/ground handling services/JetA1 with FSII</b>				



## Asia/ Eurasia and Oceania

		R3	R4	R6
Locations	Airport	Fueling Services - Yes/No	Ground handling Services - Yes/No	Jet A1 with FSII available - Yes/No
Auckland, New Zealand	AKL			
Beijing, China	PEK			
Brisbane, Australia	BNE			
Christmas Island, Christmas Islar	XCH			
Hakodate, Japan	HKD			
Hangzhou, China	HGH			
Nadi, Fiji	NAN			
Total number of locations the Offeror is currently providing fueling services/ground handling services/JetA1 with FSII				

## Appendix G2 - Financial Offer

### Part A - Fuel Price

Offerors must insert their proposed price per US gallon for Jet A-1 fuel for **each location** identified below. Proposed pricing must be based on the price of Jet A-1 fuel for **June 17, 2016** at each location.

#### **United States**

A	B	C	D	E
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)	<i>The sum of column C X column D</i>
Anchorage, AK	ANC	22,615		
Avalon, CA	CIB	6,526		
Boise, ID	BOI	40,000		
Cavalier, ND	Hinkle	280		
Charleston, SC	CHS	8,117		
Colorado Springs, CO	COS	3,619		
Cumberland, MD	CBE	285		
Duluth, MN	DLH	113		
Elizabeth City, VA	ECG	260		
Green Bay, WI	GRB	5,264		
Honolulu, HI	HNL	26,486		
Indianapolis, IN	IND	1,892		
Ironwood, MI	IWD	273		
Jacksonville, FL	JAX	3,497		
Key West, FL	EYW	10,412		
Little Rock, AR	LIT	700		
Los Angeles, CA	LAX	9,056		
Marathon, FL	MIH	280		
Miami, FL	OPF	25,769		
Myrtle Beach, SC	MYR	214		
Raleigh, NC	RDU	1,028		
Rockford, IL	RMC	481		
Roswell, GA	ROW	7,959		
Sacramento, CA	SME	5,921		
San Antonio, TX	SAT	49,722		
St. Augustine, FL	UST	262		
San Diego, CA	SDM	114,915		
Thermal, CA	TRM	3,559		
Wellsville, NY	ELZ	143		
		<b>Sub Total</b>		

## Europe

A	B	C	D	E
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)	<i>The sum of column C X column D</i>
Borispol, Ukraine	KBP	4,553		
Brussels, Belgium	BRU	12,720		
Bucharest, Romania	BBU	5,604		
Budapest, Hungary	BUD	1,924		
Cardiff, Wales	CWL	8,049		
Deauville/St. Gatien, France	DOL	13,715		
Dresden, Germany	DRS	18,186		
Edinburgh, Scotland	EDI	19,594		
Gran Canaria, Spain	LPA	15,914		
Keflavik, Iceland	KEF	46,655		
Kiev, Ukraine	IEV	13,743		
Lajes, Portugal	TER	49,430		
Leeds, UK	LBA	7,756		
Lesquin, France	LIL	32,778		
Lisban, Portugal	LIS	22,077		
London, UK	LTN	8,513		
Munich, Germany	MUC	3,196		
Nottingham, UK	NQT	29,659		
Pardubice, Czech Rep.	PED	1,280		
Paris, France	CDG	3,125		
Pisa, Italy	PSA	3,520		
Poznan, Poland	POZ	3,983		
Reykjavik, Iceland	KEF	2,378		
Rome, Italy	FCO	7,402		
Šiauliai, Lithuania	SQQ	59,366		
Warsaw, Poland	WAW	6,598		
		Sub Total		

## Caribbean and Central and South America

A	B	C	D	E
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)	<i>The sum of column C X column D</i>
Arequipa, Peru	AQP	1,857		

Belize City, Belize	BZE	7,800		
Bogota, Colombia	BOG	8,164		
Lima, Peru	LIM	60,503		
Majuro Atoll, Marshall Islands	MAJ	4,340		
Nassau, Bahamas	NAS	3,397		
San Salvador, El Salvador	SAL	2,257		
Santa Maria, Brazil	RIA	14,669		
Santiago, Chile	SCL	7,896		
Willemstad, Curacao	CUR	12,811		
			<b>Sub Total</b>	

### Africa and Middle Orient

A	B	C	D	E
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)	<i>The sum of column C X column D</i>
Addis Ababa, Ethiopia	ADD	2,766		
Amman, Jordan	ADJ	4,000		
Arbil, Iraq	EBL	2,067		
Dakar, Senegal	DKR	19,863		
Dubai, United Arab Emirates	DXB	34,597		
Kabul, Afghanistan	KBL	9,450		
Kampala, Uganda	EBB	48,646		
Kinshasa, Congo	FIH	808		
Kuala Lumpur, Malaysia	KUL	4,000		
Kuwait City, Kuwait	KWI	1,167,984		
Luxor, Egypt	LXR	10,427		
Muscat, Oman	MCT	2,975		
Nairobi, Kenya	NBO	4,612		
N'Djamena, Chad	NDJ	96,545		
			<b>Sub Total</b>	

### Asia/ Eurasia and Oceania

A	B	C	D	E
Locations	Airport	Estimated Quantity (in US gallons) per 12 month period	Price (in USD) per US gallon for Jet A- 1 (including all applicable taxes)	<i>The sum of column C X column D</i>
Auckland, New Zealand	AKL	10,636		
Beijing, China	PEK	12,066		
Brisbane, Australia	BNE	9,735		
Christmas Island, Christmas Island	XCH	3,275		
Hakodate, Japan	HKD	42,536		

Hangzhou, China	HGH	3,664		
Nadi, Fiji	NAN	1,410		
			<b>Sub Total</b>	
<b>Equals the sum of the estimated annual total fuel cost for all locations</b>				

### **Part B - Ground Handling Services**

The proportion of fuel to ground handling costs is estimated to be 80/20. As such, the evaluated offer price for ground handling services will be the estimated annual fuel cost for all locations (E:120) divided by 4 and multiplied by the proposed firm mark-up percentage.

A	B	C	D
<b>Estimated Cost of Ground Handling Services (equals the sum of the annual total fuel cost for all locations divided by 4) per 12 month period</b>		<b>Offeror to insert Firm Mark-Up Rate (%)</b>	<b>Evaluated Offer Price for Ground Handling Services (equals the sum of the estimated cost of ground handling services multiplied by the Offerors Mark-up rate)</b>
\$0.00			\$0.00

### **Part C - Total Evaluated Offer Cost**

The Total Evaluated Offer Cost is the sum of the annual estimated fuel cost for all locations (E120) plus the Offer price for ground handling services (D127).

		<b>Equals the sum of the estimated annual fuel cost for all locations (E120) plus the evaluated Offer price for ground handling services (D127)</b>
<b>Total Offer Evaluated Cost</b>		<b>\$0.00</b>

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**ANNEX H to PART 5 - REQUEST FOR STANDING OFFERS  
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside, or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
- ☐ A2. The Offeror certifies being a public sector employer.
- ☐ A3. The Offeror certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ☐ A4. The Offeror certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Offeror certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Offeror certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Offeror is not a Joint Venture.

OR

- ☐ B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



<b>INTOPLANE AVIATION FUEL AND GROUND HANDLING SERVICES</b> <b>ANNEX I – ELECTRONIC PAYMENT INSTRUMENTS</b>
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File No. – N° de W3373-15B001/A
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## 1. ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, sub-section 3.3.5, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ 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)