



**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 PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Fuel & Construction Products Division  
11 Laurier St./11, rue Laurier  
7A2, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Naval Distillate Fuel		
<b>Solicitation No. - N° de l'invitation</b> W307B-160002/A		<b>Date</b> 2016-07-05
<b>Client Reference No. - N° de référence du client</b> W307B-160002		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HL-601-71204		
<b>File No. - N° de dossier</b> hl601.W307B-160002	<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>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lemieux, Johanna		<b>Buyer Id - Id de l'acheteur</b> hl601
<b>Telephone No. - N° de téléphone</b> (873) 469-3347 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> HMCS Moncton and/or HMCS Shawinigan Churchill, Manitoba		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<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</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	HMCS MONCTON Churchill, Manitoba CANADA	W307B	Maritime Forces Atlantic; Headquarters Halifax CANFLTANT HQ P.O.BOX 99000 , STN FORCES HALIFAX Nova Scotia B3K5X5 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Naval Distillate Fuel to be delivered to HMCS Moncton and/or HMCS Shawinigan at Churchill, Manitoba.	D - 1	W307B	74000	L	\$	XXXXXXXXXXXX		See Herein	

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## **Naval Distillate Fuel**

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement - Bid**

This Department of National Defence requirement is for the supply of a total quantity of 74,000 litres of Naval Distillate Fuel. The product is required at Churchill, Manitoba as per the "Line Item Detail".

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within **15 working days** from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **4. Trade Agreements**

This requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

### 2. Canadian General Standards Board - Standards

A copy of the CGSB 3.11-2010 (latest issue) standard referred to in the bid solicitation is available and may be purchased from:

Canadian General Standards Board Sales Centre  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Québec  
Telephone: 819-956-0425 or 1-800-665-CGSB (Canada only)  
Fax: 819-956-5740  
E-mail: [ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca)

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

### 3. Submission of Bids

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

### 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of **Ontario**.

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

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### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

Canada request that bidders their bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

Prices must appear in the Line Item Detail only. No prices must be indicated in any other section of the bid.

Canada requests bidders to follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

To assist Canada in reaching its objectives, bidders should:

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

#### Section I: Technical Bid

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

*The Bidder is responsible to fill in the blanks in the Article below, as applicable. This information should be submitted with the bid, but may be submitted afterwards.*

##### a. Delivery Method

The delivery method being offered is: Barge \_\_\_\_\_ Tank Wagon \_\_\_\_\_ Ship-to-Ship \_\_\_\_\_ Pipeline \_\_\_\_\_

##### b. Delivery Lead Time

A lead time of \_\_\_\_\_ working days will be required.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of applicable taxes must be shown separately.

##### a. Electronic Payment of Invoices – Bid

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



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

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

**b. SACC Manual Clauses**

**The following terms and conditions are incorporated herein**

SACC Reference	Section	Date
C3011T	Exchange Rate Fluctuation	2013-11-06

**c. Unit Price**

The firm unit prices quoted must be in Canadian dollars per litre for fuel and must not exceed four decimal places.

All applicable delivery charges must be included in the firm unit prices per litre.

**d. Unit Price Adjustments**

Firm unit prices shown at line item detail will be subject to upward or downward adjustments, as detailed in the Basis of Payment.

**e. Reference Marker**

The unit price for Naval Distillate Fuel (Item 1), shown in the Line Item Detail is subject to adjustment using the Reference Marker price contained in the Weekly Pricing and Data Supplement as published in the "Oil Buyers' Guide" (OBG), Average Canadian Unbranded Rack Price, for ULS Diesel.

**f. Alternate Reference Marker**

Bidders may propose an alternate Reference Marker. Bidders must insert the alternate Reference Marker in the Line Item Detail, if applicable.

The alternate Reference Marker must follow the local Marine Fuels market. Canada is not bound to accept the alternate Reference Marker. The Bidder must provide proof (such as a publication) if using an alternate marker.

**g. Payment of Invoices by Credit Card**

Canada requests that bidders complete one of the following:

( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

( ) VISA

( ) MasterCard

OR

( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

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**h. Financial Capability**

**SPECIFIC CLAUSE INCORPORATED BY REFERENCE**

<b>SACC ID</b>	<b>Title</b>	<b>Date</b>
A9033T	Financial Capability	2012-07-16

**i. Progress Payments**

Progress payments will not be considered unless specifically offered by PWGSC in this document.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **1.1 Technical Evaluation**

The Bidder must provide all of the technical information requested in the bid solicitation to enable full and complete evaluation.

#### **1.1.1 Mandatory Technical Criteria**

- (a) Completion of the Certificate of Conformance in Part 5

### **1.2 Financial Evaluation**

#### **1.2.1 Mandatory Financial Criteria**

- a) The Bidder must bid firm unit price(s) in Canadian funds, Applicable Taxes excluded, Customs Duties included for each item offered; and
- b) The Bidders' financial bid must be in accordance with the Basis of Payment.

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

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

The delivery lead time will not be an evaluated factor.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 1. Certification Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

### 2. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list 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)).

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

#### 2.3 Additional Certifications Precedent to Contract Award

##### 2.3.1 General Environmental Criteria Certification

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

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

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

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or

- B) The Bidder certifies that the Bidder 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 Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
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	
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.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

### 2.3.2 Product Certification

The Bidder certifies that all goods proposed conform to the specifications detailed under the "Line Item Detail."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement - Contract

The Contractor must provide the items as detailed under the "Line Item Detail".

#### 2.1 Quantity Minimum/Maximum

A minimum delivery of 98 percent or a maximum delivery of 102 percent of the total quantity for each item identified at line item detail is acceptable to satisfy this requirement.

#### 2.2 Product Specifications

**2.2.1** The Naval Distillate Fuel delivered by the Contractor must conform to the Canadian General Standards Board (CGSB) Standard CGSB-3.11-2010 (latest issue), Type 15.

#### 2.3.2 Sulphur in Diesel Fuel Regulations

The maximum limit on sulphur in naval distillate fuel (for non-large vessels) is specified as 15 mg/kg, in accordance with the Sulphur in Diesel Regulations.

#### 2.3.3 Lubricity Requirement

Fuel must have a wear scar diameter of less than or equal to 460 µm at 60°C

If any additives are included in the supplied fuel, the Contracting Authority must be advised.

Contractor must make available full documentation of all CGSB specified parameters well in advance of fuel delivery.

#### 2.3 Volume Corrected to 15°C

When Naval Distillate 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).

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

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

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received as follows:

**Line Item 1-** On September 7th, 2016

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#### **4.2 Delivery Lead Time**

A lead time of \_\_\_\_\_ working days will be required. *(Insert the number of days as specified by the Bidder in Bid Preparation Instructions, Part 3, Section I, b.)*

#### **4.3 Delivery Method**

The delivery method being offered is:

Barge \_\_\_\_\_ Tank Wagon \_\_\_\_\_ Ship-to-Ship \_\_\_\_\_ Pipeline \_\_\_\_\_

*(Insert the method as specified by the Bidder in Bid Preparation Instructions, Part 3, Section I, a.)*

#### **4.4 Adherence to Delivery Schedule**

The contractor will promptly give notice to the Contracting Authority of its inability to meet the contract delivery schedule and will request therein an extension of time stating its proposed revised delivery schedule and offering consideration for such revisions. Until such notice is received and the revised delivery schedule agreed to by the Department of Public Works and Government Services, the Minister may, pursuant to the General Conditions, on the business day following the due date of delivery of any outstanding materials, **terminate the whole or part of the contract for default.**

#### **4.5 Delivery Points**

Delivery of the requirement will be made to delivery point specified at the Line Item Detail of the Contract.

### **5. Delivery, Inspection and Acceptance**

#### **5.1 Delivery Verification**

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

#### **5.2 Inspection**

Inspection of petroleum products supplied to the Department of National Defence must be conducted by the consignee at destination.

#### **5.3 Acceptance**

The goods provided must be subject to acceptance by the Department of National Defence consignee at destination.

### **6. Authorities**

#### **6.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Johanna Lemieux**

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate

Fuel and Construction Products - HL Division

Place du Portage III, 7A2

11 Laurier Street

Gatineau, Quebec K1A 0S5

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Telephone: (873) 469-3347  
Facsimile: (819) 956-5227  
Email: johanna.lemieux@tpsgc-pwgsc.gc.ca

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

## **6.2 Project Authority**

The Project Authorities for the Contract will be provided at contract award.

The Project Authority is the representative of the department or agency for whom the requirement is being carried out under the Contract and is responsible for all matters concerning the technical content of the requirement under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the requirement. Changes to the scope of the requirement can only be made through a contract amendment issued by the Contracting Authority.

## **6.3 Contractor's Representative**

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **7. Payment**

### **7.1 Basis of Payment – Firm unit price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as shown at Line Item Detail, subject to adjustment, as specified below. Customs duties are included and applicable taxes are extra.

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

### **BASIS FOR UNIT PRICE ADJUSTMENTS FOR ALL REQUIREMENTS**

Unit prices as shown at Line Item Detail will be subject to upward or downward adjustment using the Reference Marker price contained in the Weekly Pricing and Data Supplement as published in the "Oil Buyers' Guide" (OBG), Average Canadian Unbranded Rack Price, for ULS Diesel.

**Designated Centre - This is the city from which the Reference Marker Prices will be selected.**



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a) For Naval Distillate Fuel (Line Item 1), the Designated Centre is: **Edmonton**

#### 7.1.1 Unit Prices/Taxes

The firm unit prices offered in the Line Item Detail, *exclude* all taxes or levies that may be or are imposed on the sale of petroleum products pursuant to any federal or provincial statute or regulation or territorial ordinance. However, where the Contractor is required by federal or provincial statute or regulation or territorial ordinance to collect from Canada, taxes or levies, as a result of the sale of the product to Canada, except as otherwise provided in the Contract, Canada will pay to the Contractor an amount equal to such tax or levy where applicable and substantiated by invoice.

#### 7.1.2 METHOD OF CALCULATING UNIT PRICE PER LITRE ADJUSTMENTS FOR ALL REQUIREMENTS

##### CALCULATION

An adjustment to the firm unit prices per litre in the Line Item Detail will be calculated as indicated hereunder.

The adjustment to the unit price will be equal to the applicable OBG Reference Marker price for the week ending on the **Friday just prior to the vessel loading date at origin** ("B" week value) minus the applicable Reference Marker price for the week ending **July 1, 2016** ("A" week value), plus the bid price.

If no Reference Marker "Oil Buyers' Guide" (OBG) Weekly Pricing and Data Supplement is published on a given Friday, then the Weekly Pricing and Data Supplement published immediately prior will apply.

The contractor shall provide a copy of the ship manifest, or another document acceptable to PWGSC, as proof of the vessel loading date.

##### Reference Marker Price

In their bid, the Bidder must quote their unit price per litre using the following Reference Marker price for **July 1, 2016**, expressed in Canadian dollars per litre:

**"A" date values, "Oil Buyer's Guide" (OBG):**

<b>DESIGNATED CENTRE:</b> Edmonton, Alberta	
<b>PRODUCT</b>	<b>VALUE</b>
ULS Diesel	\$0.6240

#### REVISION OF REFERENCE MARKER

In the event that:

A) the applicable Reference Marker is discontinued; or

B) Public Works and Government Services Canada determines that the Reference Marker does not reflect market conditions;

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

#### 7.2 SACC Manual Clauses

##### SPECIFIC CLAUSE INCORPORATED BY REFERENCE

SACC ID	Title	Date
H1001C	Multiple Payments	2008-05-12

#### 7.3 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.4 Payment of Invoices by Credit Card**

The credit card \_\_\_\_\_ is accepted.

OR

The credit cards \_\_\_\_\_ and \_\_\_\_\_ are accepted.

#### **7.5 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 of paying early

### **8. Invoicing Instructions**

#### **Invoices and Substantiating Documentation**

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

In addition, all invoices must contain the following information:

- a) Contract Serial Number;
- b) Name of Project Authority;
- c) Delivery Destination (including building numbers where applicable);
- d) Product Identification, quantity and price per litre;
- e) 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;
- f) The address where payment is to be sent;
- g) Name of the vessel and the purchase order number/requisition number if applicable.

2. Invoices must be distributed as follows:

a) The original and one (1) copy of each invoice must be made out to the Project Authority and forwarded to the invoicing address as set out on Page 2 - Destination Detail for certification and payment.

b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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Invoices will be supported by the original and one (1) copy of the delivery slip duly signed by the consignee. 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.

## **9. Certifications and Additional Information**

### **9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## **11. 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 Articles of Agreement;
- (b) 2010A (2016-04-04) General Conditions - Goods or Services (Medium Complexity);
- (c) the Contractor's bid dated \_\_\_\_\_.

## **12. SACC Manual Clauses**

The following terms and conditions are incorporated herein

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
D3010C	Delivery of Dangerous Goods/Hazardous Products	2016-01-28
D3015C	Dangerous Goods/Hazardous Products	2014-09-25
B1505C	Shipment of Hazardous Materials	2016-01-28
G1005C	Insurance – No Specific Requirement	2016-01-28

## **13. Shipping Instructions - Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) Incoterms 2000 to the locations in Line Item Detail.

The point of custody transfer shall be at the DND vessel manifold, where inspection samples may be taken.

**APPENDIX A to PART 3 OF THE BID SOLICITATION**  
**File No. W307B-160002**

**ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, Section II a., the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

The Bidder accepts 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)