



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

**Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067**

**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

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Aircraft Training / Maintenance Pla	
Solicitation No. - N° de l'invitation W0125-17LM01/A	Date 2016-07-05
Client Reference No. - N° de référence du client W0125-17-LM01	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-930-6947	
File No. - N° de dossier KIN-6-46022 (930)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-16	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Littlefield, Mike	Buyer Id - Id de l'acheteur kin930
Telephone No. - N° de téléphone (613) 545-8058 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 8 Wing Trenton 426 SQN 46 Yukon Street ASTRA Ontario K0K3W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 SECURITY REQUIREMENTS	4
1.2 STATEMENT OF WORK.....	4
1.3 DEBRIEFINGS	4
1.4 TRADE AGREEMENTS	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	8
3.1 BID PREPARATION INSTRUCTIONS	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	11
PART 6 - RESULTING CONTRACT CLAUSES	12
6.1 SECURITY REQUIREMENTS	12
6.2 STATEMENT OF WORK.....	15
6.3 STANDARD CLAUSES AND CONDITIONS.....	15
6.4 TERM OF CONTRACT	16
6.5 AUTHORITIES	17
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	18
6.7 PAYMENT	18
6.8 INVOICING INSTRUCTIONS	19
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	19
6.10 APPLICABLE LAWS.....	19
6.11 PRIORITY OF DOCUMENTS	20
6.12 DEFENCE CONTRACT	20
6.13 SACC <i>MANUAL</i> CLAUSES	20
6.14 INSPECTION AND ACCEPTANCE.....	20
6.15 INSURANCE – SPECIFIC REQUIREMENTS	20
ANNEX A	21
STATEMENT OF WORK	21
ANNEX B	29
BASIS OF PAYMENT	29

Solicitation No. - N° de l'invitation
W0125-17LM01/A
Client Ref. No. - N° de réf. du client
W0125-17-LM01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46022

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

ANNEX C	30
INSURANCE REQUIREMENTS	30
ANNEX D	31
SECURITY REQUIREMENTS CHECK LIST	31
ANNEX E	35
CLOSE UP OF CC 130 EJ AIRCRAFT MODEL TRAINER	35
ANNEX F, HANGAR FLOOR DIAGRAM	36
SEE ATTACHED	36
ANNEX G TO PART 3 OF THE BID SOLICITATION	37
ELECTRONIC PAYMENT INSTRUMENTS	37
ANNEX H	38
ADDITIONAL CERTIFICATIONS	38

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Services and Procurement Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 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.

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Manual Clause B1000T (2014-06-26), Condition of Material – Bid
SACC Manual Clause A9130T (2014-11-27), Controlled Goods Program - Bid

2.2 Submission of Bids

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Solicitation No. - N° de l'invitation
W0125-17LM01/A
Client Ref. No. - N° de réf. du client
W0125-17-LM01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46022

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - 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 to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that Bidders 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) (<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.

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.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex G 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.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bids which fail to meet each of the mandatory technical criteria will be declared non-responsive and will receive no further evaluation. Each mandatory technical criteria must be addressed separately.

Item	Mandatory Technical Criteria	Quote Specific Page in Proposal
1.	<p>The bidder must be a certified contractor in the U.S. / Canada Joint Certification Program (JCP).</p> <p>Information can be found at: Phone: 1-800-352-3572 Website(s):</p> <ul style="list-style-type: none">- https://public.logisticsinformationservice.dla.mil/PublicHome/jcp/default.aspx- http://ssi-iss.tpsgc-pwgsc.gc.ca/pma-jcp-eng.html	<p>#:</p> <hr/>
2.	<p>The bidder must have previous experience in the fabrication and installation of a maintenance platform system similar in nature to Annex A, Statement of Work.</p> <p>To demonstrate, the Bidder must provide details of at least two (2) examples of where they were contractually bound to fabricate, deliver and install a similar requirement within the last 5 years as follows:</p> <ul style="list-style-type: none">• Provide commercial/institutional names for whom the work was provided;• Make and model of equipment fabricated, supplied and installed;• Detailed description of the work contracted for, including drawings.• Date and value of the project or contract.	<hr/>

Solicitation No. - N° de l'invitation
W0125-17LM01/A
Client Ref. No. - N° de réf. du client
W0125-17-LM01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46022

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

4.1.2 Financial Evaluation

Bidders must provide firm unit prices in Canadian dollars, applicable taxes excluded, Delivery Duty Paid (Astra, Ontario) Incoterms 2000, in accordance with Annex B - Pricing Basis.

The Bidder's Firm Unit Prices will be multiplied by the quantity to calculate the extended Firm Unit Pricing. The evaluated price is total of all Extended Firm Unit Price(s).

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

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

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.

5.1 Certifications Required with the Bid

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

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

5.2 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.

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 Bidder 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 - 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).

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.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 Canadian Contractor *(to be removed at contract award if not Canadian owned)*

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PSPC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
5. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Services and Procurement Canada (PSPC).
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
7. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

6.1.2 Foreign Contractor *(to be removed at contract award if not Foreign owned)*

The following security requirements (SRCL and related clauses provided by CSD) apply and form part of the Contract.

1. The **Contractor** and/or any and all **subcontractors** must be from a country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral industrial security instrument or will have such an instrument with Canada by the end of the bidding period. The Contract Security Program (CSP) has international bilateral industrial security instruments with the countries listed on the following PSPC website: <http://ssi-iss.tpsgc-pwgsc.gc.ca/gvrnmnt/risi-iisr-eng.html>

2. The Foreign recipient **Contractor / Offeror / Subcontractor** defined as an individual or legal entity possessing the legal capacity to enter into a contract, shall provide confirmation of compliance with the below terms and conditions, in writing, to the Canadian Designated Security Authority (DSA), prior to the execution of the works, services or performance, of which requires or involves access to **Canadian restricted sites**.
3. The Foreign recipient **Contractor / Offeror / Subcontractor** must provide proof that they are incorporated or authorized to do business in their jurisdiction.
4. The Canadian Designated Security Authority (DSA) (Canadian DSA) is the International Industrial Security Directorate (IISD), Public Services and Procurement Canada (PSPC).
5. The Foreign **Contractor / Offeror / Subcontractor**, shall not begin the work, services or performance until the Canadian Designated Security Authority (DSA) is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation shall be provided, in writing, to the Foreign recipient **Contractor / Offeror / Subcontractor** in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.
6. Throughout the duration of this **Contract**, the Foreign recipient **Contractor / Offeror / Subcontractor** shall adhere to its respective national policies pertaining to the examination, possession and / or transfer of Canadian Controlled Goods and shall immediately report to its responsible National Security Authority (NSA) all cases in which it is known or there is reason to suspect that Canadian Controlled Good, furnished or generated pursuant to this **Contract** have been lost or disclosed to unauthorized persons, including but not limited to a third party government, person, firm, or representative thereof. Canadian Controlled Goods which are lost or compromised while handled outside of Canada, should be immediately reported to the Canadian Government Authority owner of the Canadian Controlled Goods, for example the Canadian Department that issued the Canadian Controlled Goods to the Foreign recipient **Contractor / Offeror / Subcontractor**, as part of this **Contract**. The Defence Production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
7. The Foreign recipient **Contractor / Offeror / Subcontractor** must identify an authorized Contract Security Officer (CSO) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent Foreign recipient Contractor's Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
8. The Foreign recipient **Contractor/Offeror/Subcontractor** shall not permit access to Canadian restricted sites, except to its personnel subject to the following conditions:
 - a) Personnel have a need-to-know for the performance of the **Contract**;
 - b) Personnel have been subject to a criminal record check, with favourable results, from a recognized Governmental agency in (their country) as well as a background verification. The approved verifications for the required criminal record check and background verification are listed at Appendix A.
 - c) The Foreign **Contractor / Offeror / Subcontractor** will ensure that its Chief Executive Officer (CEO) or Senior Official of the company will appoint a Contract Security Officer (CSO) and/or an Alternate Contract Security Officer (ACSO) in order to ensure compliance with all contracting security requirements.
 - d) The Foreign recipient **Contractor / Offeror / Subcontractor** shall ensure that personnel provide consent to share results of the Criminal record Background Check with the Canadian DSA and other Canadian Government Officials, if requested;

- e) The Government of Canada reserves the right to deny access to Canadian Protected information and/ or assets to a Foreign **Contractor / Offeror / Subcontractor** for cause.
9. The Foreign recipient **Contractor / Offeror / Subcontractor** personnel requiring access to NATO UNCLASSIFIED information or assets are not required to hold a personnel security clearance issued by their National Security Authority/Designated Security Authority. The Foreign recipient **Contractor / Offeror / Subcontractor** shall, nevertheless, ensure that the NATO UNCLASSIFIED information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information. For the purpose of this clause, the "need to know" principle means that the Canadian DSA has positively determined that a prospective recipient of NATO UNCLASSIFIED information or assets, has a requirement for access to, knowledge of, or possession of the NATO UNCLASSIFIED information or assets, in order to perform the services and tasks required pursuant to the **Contract. Subcontracts**, which contain NATO UNCLASSIFIED requirements are NOT to be awarded without the prior written permission of the Canadian DSA.
10. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian DSA.
11. The Foreign recipient **Contractor / Offeror / Subcontractor** visiting Canadian Government or industrial facilities, under this contract, will submit a Request for Visit form to the Canadian DSA.
12. In the event that a Foreign recipient **Contractor / Offeror / Subcontractor** is chosen as a supplier for this Contract, subsequent Country-Specific Foreign security requirement clauses shall be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.
13. The Foreign recipient **Contractor / Offeror / Subcontractor** must comply with the provisions of the Security Requirements Check List attached at Annex D .

The Foreign recipient **Contractor / Offeror / Subcontractor** must perform a security screening of all its personnel who will need access to **Canadian restricted sites**;

a) Identity check

- i. Copies of two of valid original pieces of government issued identity documentation, one of which must include a photo
- ii. Surname (last name)
- iii. Full given names (first name) – underline or circle usual name used
- iv. Family name at birth
- v. All other names used (aliases)
- vi. Name changes
 1. Must include the name they changed from and the name they changed to, the place of change and the institution changed through
- vii. Sex
- viii. Date of birth
- ix. Place of birth (city, province/state/region, and country)
- x. Citizenship(s)
- xi. Marital status/common-law partnership
 1. Current Status (married, common-law, separated, widowed, divorced, single)

-
- 2. All current spouses (if applicable)
 - a. Surname (last name)
 - b. Full given names (first name) – underline or circle usual name used
 - c. Date and duration of marriage/common-law partnership
 - d. Date of birth
 - e. Family name at birth
 - f. Place of birth (city, province/state/region, and country)
 - g. Citizenship
 - b) Residency check
 - i. The last five (5) years of residency history starting from most recent with no gaps in time.
 - 1. Apartment number, street number, street name, city, province or state, postal code or zip code, country, from-to dates
 - c) Educational check
 - i. The educational establishments attended and the corresponding dates
 - d) Employment history check
 - i. The last five (5) years of employment history starting from most recent with no gaps in time
 - ii. Three (3) employment reference checks from the last five (5) years
 - e) Criminal records check:
 - i. report(s) containing all criminal convictions for the last five (5) years in and outside of the candidate's country of residence

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Services and Procurement Canada.

6.3.1 General Conditions

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

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

6.3.2 Supplemental General Conditions

4009 (2013-06-27), Professional Services - Medium Complexity, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to April 7th, 2017 inclusive.

6.4.2 Delivery Date

All of the following deliverables must be received on or before March 31st, 2017.

1. Delivery of C130 E-J Maintenance Platform System.
2. Installation, Training and Commissioning of the C130 E-J Maintenance Platform System.

6.4.3 Proposed Delivery Date(s)

1. While delivery of the Maintenance Platform System is mandatory by March 31, 2017, the best delivery date that can be offered is as follows:

CC130 E-J Maintenance Platform System will be delivered within approximately _____ calendar days from the effective date of the contract.

2. While on-site installation, training and commissioning of the Maintenance Platform System is mandatory by March 31, 2017, the best delivery date that can be offered is as follows:

On-Site installation, training and commissioning (Astra, Ontario) will be delivered within approximately _____ calendar days from the effective date of the contract.

6.4.4 Shipping Instructions

Incoterms 2000 "DDP Delivered Duty Paid" Astra, Ontario

Department Of National Defence
8 Wing Trenton, 426 Squadron
Canadian Forces Base Trenton
46 Yukon Street
P.O. Box 1000, Station Forces
Astra, Ontario, Canada
K0K 3W0

Solicitation No. - N° de l'invitation
W0125-17LM01/A
Client Ref. No. - N° de réf. du client
W0125-17-LM01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46022

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Littlefield
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch

Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3

Telephone: (613) 545-8058
Facsimile: (613) 545-8067
E-mail address: mike.littlefield@pwgsc-tpsgc.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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work 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 Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Solicitation No. - N° de l'invitation
W0125-17LM01/A
Client Ref. No. - N° de réf. du client
W0125-17-LM01

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KIN-6-46022

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

6.5.3 Contractor's Representative *(To be filled in by the Bidder)*

Name: _____
Title: _____
Address: _____

Telephone No: _____
Facsimile No: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price in Canadian Dollars, Delivered Duty Paid at destination, Incoterms 2000, as specified in Annex B for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Price

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

6.7.3 Terms of Payment - Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6.7.4 SACC Manual Clauses

SACC Manual clause C2604C (2013-04-25) Customs Duties, Excise Taxes and Applicable Taxes - Non-resident

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

6.7.5 Electronic Payment of Invoices – Contract

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);

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

6.11 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) the supplemental general conditions [4009](#) (2013-06-27), Professional Services - Medium Complexity;
- (c) the general conditions [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) Annex D, Security Requirements Check List
- (h) Annex E, Close up of CC 130 EJ Aircraft Model Trainer
- (i) Annex F, Hangar Floor Diagram
- (j) the Contractor's bid dated _____

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.13 SACC Manual Clauses

SACC Manual clause [A1009C](#) (2008-05-12) Work Site Access
SACC Manual clause [A9131C](#) (2014-11-27) Controlled Goods Program - Contract
SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations
SACC Manual clause [B9028C](#) (2007-05-25) Access to Facilities and Equipment
SACC Manual clause [D0018C](#) (2007-11-30) Delivery and Unloading

6.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.15 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

STATEMENT OF WORK

CC130 E-J Maintenance Platform System

1.0 Requirement

The Department of National Defence (DND), Air Mobility Training Centre located at Canadian Forces Base Trenton has a requirement for the design, supply, delivery, uncrating, installation and commissioning of a Maintenance Staging system for a modified CC130 E-J Hercules aircraft.

1.1 Objective

This Statement of Work (SOW) defines the Work required to be performed by the contractor to supply, deliver and install a set of CC130 E-J maintenance staging and associated deliverables for use within Module B at the Air Mobility Training Centre (AMTC) in 8 Wing Trenton. The Department of National Defence (DND) specifies a requirement for maintenance platforms that will provide Maintenance Training Program (MTP) access to all training areas required for Maintenance Technician Training (MTT) on the CC130 E-J Model Hercules configured for training. The platforms must provide access to all areas in and on the Fuselage and Structures Trainer (FAST) and meet Canadian Labour Code and Ontario Provincial Occupational Health and Safety Act (OHSA) for fall restraint/fall arrest. DND has a requirement for the provision of maintenance staging of a proven design.

1.2 Background

The present aircraft has one AE 2100D with Propeller on the left wing outer position and a T-56 Engine with no Prop on the left wing inner position. There is a maintenance stand that will remain on the current configuration as they are the control desk for operating the Engine/Prop. There is also a partial wing on the right side of the aircraft with a blank spot where the right inboard engine would normally be. The modified CC130 E/J aircraft model trainer is identified in Annex D, labelled as the FAST Device.

Since the commencement of the Maintenance Training Program at 426 Squadron CFB Trenton, maintenance technicians, students and civilian contractors have been making use of improper, unsafe and makeshift maintenance aircraft staging platforms to carry out MTP Device Acceptance checks and student training. These platforms fail to provide personnel with the protection required during maintenance training while working in elevated positions. The existing stands are a collection of contractor manufactured units and modified, previously procured DND maintenance staging which prevent technicians' access to training areas on top of the FAST.

2.0 Applicable Standards, Codes and Acts

2.1 Mandatory References

The documents specified below have been incorporated in this Statement of Work to the extent specified herein, but not limited to;

- i. Canada Labour Code – Part III, Temporary Structures
- ii. CAN3 B354.1–M82 – Elevated Rolling Work Platforms
- iii. CAN/CSA B354.1–04 (R2016) – Portable Elevating Work Platforms
- iv. CAN/CSA-S269.2-M87 (R2003) – Access Scaffolding for Construction Purposes
- v. CSA Standard Z11-12- Portable Ladders
- vi. Occupational Health and Safety Act (OHSA) – Ontario Regulation 213/91 Sections 125-136, Scaffolds and Work Platforms
- vii. Occupational Health and Safety Act (OHSA) – Ontario Regulation 213/91 Sections 143-149, Elevating Work Platforms
- viii. Occupational Health and Safety Act (OHSA) – Ontario Regulation 213/91 Sections 21–27, Protective Clothing, Equipment and Devices

3.0 Performance Requirements/Configuration

3.1 CC130 E-J Maintenance Staging

The CC130 E-J maintenance staging provided shall be of the proven design. Proven design in this Statement of Work is meant to indicate that the staging has been previously produced and tested.

The proposed CC130 E-J maintenance staging shall be solidly built so that, when subjected to strains, jars, vibrations and other conditions incident to shipping, storage, and in-service use, no components or parts shall become loose. Like parts of the supplied maintenance staging shall be interchangeable. The contractor must provide a comprehensive description of the equipment to be supplied:

- a. materials, finishes, and workmanship;
- b. personnel safety, accessibility, modular construction, maintenance, ease of set-up for re-configuration, parts, etc.;
- c. reliability and stability factors;
- d. component and module application, including parts selection, interchangeability, and multiple-source availability; and
- e. environmental protection against corrosion, transportation hazards, etc.

3.2 Technical Requirements

The system provided must include the following as a minimum:

3.2.1 General Requirements

- a. must be constructed so that they are versatile and easily configured to accept the CC130 E-J modified aircraft trainer with a maximum set-up time of 1 hour with a maximum of 10 personnel if they have been moved from configuration around the trainer;
- b. all stand sections shall be capable of being securely interlocked to provide a continuous walkway around the aircraft (excluding the pre-existing maintenance stands around the left hand outboard engine and propeller) see Annex E;
- c. the vertical distance to the nearest platform surface from any working area on the aircraft must not exceed 2.4 m/ 7 ft. 10 inches (excluding the vertical stab);
- d. all platform surfaces that may come in contact with the aircraft must have a durable protection that shall not deform, mar or damage the aircraft;
- e. sections of the stands that contact the floor must be fitted with minimum rolling resistant, articulated or swivel castors/wheels and each contact point shall have inherent levelling ability for stability (e.g. screw jacks);
- f. all modules shall be equipped with stairway access to the working levels as opposed to ladders;
- g. the modules, stairways and/or walkways, without movement or disassembly of the maintenance platforms must not interfere with aircraft access, movement nor travel and operation of all doors and access to inspection panels. Specifically:
 - The Auxillary Power Unit (APU) area must have adequate clearance from the fuselage and must provide access for modified APU stand P/N 3401207-6 to facilitate APU removal;
 - The battery compartment must allow for battery removal;
 - The rear of the aircraft must permit removal/installation of the ramp and cargo door;
 - The cargo air conditioning area must allow for removal/installation of the air conditioning pack;
 - Permit access to ground check-out handle; and
 - The Engine Change Unit Part Task Trainer (ECU PTT) and associated computer station/Server.
- h. must permit wing jack installation/removal with minimal movement of the maintenance platforms;
- i. must be easily repaired using on-site labour and parts which are readily accessible from the manufacturer and/or suppliers. Material specifications shall be provided by the manufacturer upon contract award;
- j. items and components used throughout the stands performing similar functions must be interchangeable;
- k. all work surfaces, steps and walkways must be of a Petroleum Oil and Lubricant (POL) resistant, non-slip design;
- l. fully welded, high strength, lightweight structural aluminum and steel components and designed in a manner that promotes durability, long life, anti-fatigue benefits and corrosion resistance;
- m. must be designed/constructed in a manner that promotes optimum ergonomics as it relates to personal stature/reaching/bending;

- n. must not be prone to tipping or swaying and will provide a sense of security, at the surface of the platform, there shall be a maximum of 2.5 cm/ .94 inches lateral movement in any direction once interconnected and locked in place;
- o. design considerations are to compensate for the hangar floor irregularities as detailed in Annex E, Hangar Floor Diagram;
- p. must provide additional railing protection if a module can be used in a stand-alone capacity and all deck hand railings and stair access railings meet and exceed OSHA standards for safety;
- q. must permit access to aircraft supply services (i.e. hydraulic lines, power cables and breathing air in hangar trench area);
- r. must under no circumstance be designed/constructed in a manner that has platform support posts/wheels directly on the concrete trench covering;
- s. all structures must be constructed to a minimum load rating of 120 lbs per foot squared (lbs/ft2).

3.2.2 Aircraft Nose Area

Design/Construction of the aircraft nose area must:

- a. comply with Technical and General Requirements;
- b. provide a work platform that permits safe transition around the nose of the aircraft from left to right of aircraft flight station 245;
- c. have a platform minimum width of (1.524m/5 ft).
- d. allow for radome access (raise/lower and removal/installation);
- e. allow for access to and facilitate the removal/installation of cockpit windows;
- f. allow for access to nose gear and battery compartment without disassembly or movement of the platform;
- g. not interfere with pitot static tube/ports; and
- h. allow for unencumbered access to the liquid oxygen fill panel.

3.2.3 Aircraft Engine Area

Design/Construction of the aircraft engine area must:

- a. comply with Technical and General Requirements;
- b. provide a horizontal work area at a minimum of 1.8288m/ 6 ft. forward of the propeller to the safety rail;
- c. permit unencumbered removal and installation of the engine and/or propeller without having to move or disassemble maintenance stands (overhead crane is used to facilitate removal/installation and training events);
- d. provide for ergonomic accessibility for upper, mid and lower engine inspection and training/maintenance;
- e. incorporate a Petroleum Oil and Lubricant recovery system; and
- f. ensure a safe work platform when engine/propeller is removed.

3.2.4 Aircraft Wing Area

Design/Construction of the aircraft wing area must:

- a. comply with Technical and General Requirements;
- b. provide technicians with ergonomic access while working under wing;
- c. provide sufficient clearance to allow full travel of entire flap system and total movement of the aileron systems with stands in place;
- d. provide technicians with ergonomic access in the flap well area;
- e. provide a stable (maximum 2.5 cm/.94 inches lateral movement once interconnected and locked in place with minimum of 81 cm/ 2 ft. 8 inches tread width) stairway for R/H and L/H over wing access and the top of the stairway shall be designed to accommodate aircraft height variations;
- f. not impede main landing gear retractions (minimum total overall clearance required from fuselage is 111.76 cm/ 3 ft. 8 inches);
- g. provide a minimum of 2.4384m/ 8 ft. forward of leading edge and aft of trailing edge for storage of aircraft equipment and furnishings;
- h. extend a minimum of 1.524m/ 5 ft. beyond the wingtips;
- i. permit the installation of aircraft jacks without having to disassemble or move the maintenance platform; and
- j. provide technicians with ergonomic access to entire wing root area (flight station 467-657).

3.2.5 Aircraft Fuselage Area

Design/Construction of the aircraft fuselage area must:

- a. comply with Technical and General Requirements;
- b. not interfere with access to the aircraft interior, air deflector doors and ramp operations;
- c. shall be easily connected to all required areas.

3.2.6 Aircraft Tail and Vertical Stab Areas

Design/Construction of the aircraft tail and vertical stab areas must:

- a. comply with Technical and General Requirements;
- b. provide sufficient platform clearance, to permit full travel of the elevators and rudder and allow the technician sufficient area to work safely during these functions;
- c. allow access to the horizontal stab lower surfaces, elevator trim motors and torque tubes;
- d. not impede ramp and cargo door operations; and
- e. provide a minimum of 1.524m/ 5 ft. forward of the horizontal stab and a minimum of 1.8288m/ 6 ft. aft of the trailing edge but shall not exceed 1.2192m/ 4 ft. aft of the platypus area.

3.2.7 Walkways

Design/Construction of the walkways must:

- a. comply with Technical and General Requirements;
- b. be minimum of 1.524m/ 5 ft. wide; and
- c. the walkways shall not interfere with access to the aircraft interior.

4.0 Site Hazards

Department of National Defence (DND) takes Health and Safety for all persons granted access to the workplace very seriously. In accordance with the Canada Labour Code part 2 "all reasonable care to ensure that all persons granted access to the workplace, other than the employer's employees, are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed to in the workplace".

At the time of installation of this requirement and as part of the Contractor Site Safety Briefing, known hazards will be identified by the site inspector and Contractor's personnel for documentation and information to all workers.

5.0 Operating Environment

The location of work is in an indoor workshop/training environment with smooth concrete flooring and several concrete trenches for underground services.

The contractor shall provide and maintain all tools and equipment as may be required for the proper execution of the work.

The contractor shall take all necessary precautions to protect and prevent damages to any structures and all surrounding equipment, property or installations. Damages caused by the contractor shall be made good without delay or costs to the crown and to the satisfaction of the Project Authority.

6.0 Tools

No tools, apart from those in common usage shall be necessary for normal maintenance of the CC130 E-J maintenance staging. In the event that the contractor is aware that some special tools might be required for some tasks in normal set-up or reconfiguration, these special tools shall be supplied by the contractor as part of the purchase.

7.0 Clean up

The contractor shall be responsible for the removal and disposal, from the DND facility, of all shipping containers, packaging and miscellaneous items associated with the delivery of the CC130 E-J maintenance staging.

8.0 Deliverables

8.1 Acceptance Test Procedures

The contractor must supply and deliver Acceptance Test Procedures (ATP) to the Technical Authority (TA) for review and approval prior to delivery and installation. These procedures shall detail all areas of the modules and walkways tested. These procedures will be used by the TA and the contractor after set-up, delivery and acceptance in Trenton. They must include, but not limited to, the following:

- a. the extent of the evaluation;
- b. compliance with safety requirements/regulations;
- c. the procedures and methodology of testing;
- d. compliance with electrical and other power requirements; and
- e. the formats for recording test results in the form of checklist for use by the TA.

8.2 Manuals

Following award of the contract, and prior to the acceptance of the equipment, the contractor must provide DND Project Authority with the following:

- a. applicable English language manuals in the contractor's format; and
- b. reproducible copy of all text, figures and illustrations in original artwork or photographic reproduction, positive or negative, capable of being printed to produce clear and legible copy.

8.2.1 Manual Contents

The manual must contain as a minimum:

- a. set-up/reconfiguration procedures and safety summary;
- b. guidance on routine servicing;
- c. a brief functional description showing the parameters and inter-relationship of the equipment comprising the system;
- d. index part number list of the Original Equipment Manufacturer (OEM) and any distributors.

8.3 Installation, Training & Commissioning

The contractor shall provide personnel to initially install the maintenance staging at DND's Trenton AMTC facility making minimum use of DND personnel except those who are to be instructed in set-up/tear down procedures. This initial phase shall be used to instruct 426 Squadron and applicable civilian personnel employed to maintain MTP devices. The contractor must provide training to DND staff on all elements of the set-up, reconfiguration and tear down procedures along with instructions in the use of any special tools and any other training considered essential by the contractor. The contractor shall ensure that all aspects of these procedures are completely understood by DND personnel before departing the Trenton facility. Upon successful completion of the installation and training, the Project Authority in conjunction with the contractor will sign-off on the project. Installation, training and commissioning cost is to include all travel & living expenses to and from location identified below.

Delivery, Equipment Set-up and Training Location:

Department Of National Defence
8 Wing Trenton, 426 Squadron
Canadian Forces Base Trenton
46 Yukon Street
Astra, Ontario, Canada
K0K 3W0

8.4 Safety Plan

The contractor must develop and submit a safety plan to the Project Authority for acceptance, at least seven (7) days prior to on-site installation. Safety plans must not be relegated to a simple one-size fits all.

Safety Plan must include, as a minimum:

1. Results of site specific safety hazard assessment.
2. Results of safety or hazard analysis for site tasks.

8.5 Engineered Drawings

Prior to production of the maintenance scaffold system, the contractor must submit to the DND Project Authority for approval, a set of engineered scaffold drawings reviewed and stamped by a licenced professional engineer. Within 5 days from receipt of stamped drawings, the DND project authority will either accept or request modifications.

The design drawings of the scaffold system must include, as a minimum:

1. a statement by the professional engineer who designs the components indicating that the design meets the requirements of this statement of work;
2. the size and specifications of all components, including the type and grade of all materials to be used (for specific products this may be supplemented by listing the product name, model and size, i.e. beams, trolleys, tensioning devices);
3. the load factors and safety factors for the scaffold and all its components;
4. all the specified loads, including the loads during erection, dismantling, traversing and otherwise moving. Load patterns and location of concentrated loads should also be included;
5. the procedures for erection, dismantling, traversing and otherwise moving.

8.6 Spare Part Availability

The contractor must ensure that spare parts required to properly maintain and repair the complete maintenance staging system covered by this specification will be available for purchase by "Department of National Defence, for a period of ten (10) years.

Solicitation No. - N° de l'invitation
W0125-17LM01/A
Client Ref. No. - N° de réf. du client
W0125-17-LM01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46022

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

ANNEX B

BASIS OF PAYMENT

Pricing Instructions (to be removed at time of contract award):

Bidders must provide firm unit prices in Canadian dollars, applicable taxes excluded, Delivery Duty Paid (Astra, Ontario) Incoterms 2000. H.S.T., if applicable, is extra to the price herein and shall be shown on any invoice as a separate item.

Item	Quantity	Firm Unit Price	Extended Firm Unit Price
------	----------	-----------------	--------------------------

#1 - CC130 E-J Maintenance Platform System <i>(As per the Statement of Work Annex A)- delivery to occur prior to March 31st, 2017.</i>	1	\$ _____	\$ _____
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#2 - On-Site Installation, Training and Commissioning. <i>(inclusive of, all travel, Accommodation And meal costs)- to occur prior to March 31st, 2017.</i>	1	\$ _____	\$ _____
--	---	----------	----------

Total Price: \$ _____

ANNEX C

INSURANCE REQUIREMENTS

G2002C – Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

G2020C – Automobile Liability Insurance *for authorized vehicles only*

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.


Solicitation No. - N° de l'invitation
W0125-17LM01/A
Client Ref. No. - N° de réf. du client
W0125-17-LM01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46022

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

ANNEX D

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada **APR 29 2016**

Contract Number / Numéro du contrat: **W0125-17-LM01**
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Department of National Defence
2. Branch or Directorate / Direction générale ou Direction: 8 Wing Trenton, 426 (T) Squadron
3. a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail: Complete configuration of maintenance stands to facilitate technician training around CC 130 E-J modified Fuselage and Structures Trainer (FAST) at 426 (T) Squadron.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☐ No / Non ☒ Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☐ No / Non ☒ Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No / Non ☒ Yes / Oui **SM**
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☒ No / Non ☐ Yes / Oui **SA**
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☒ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès
Canada ☐ NATO / OTAN ☒ Foreign / Étranger ☐
7. b) Release restrictions / Restrictions relatives à la diffusion
No release restrictions / Aucune restriction relative à la diffusion ☐ All NATO countries / Tous les pays de l'OTAN ☒ No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐ Restricted to: / Limité à: ☐ Restricted to: / Limité à: ☐
Specify country(ies): / Préciser le(s) pays: Specify country(ies): / Préciser le(s) pays: Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A	<input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	<input checked="" type="checkbox"/>	PROTECTED A / PROTÉGÉ A	<input type="checkbox"/>
PROTECTED B / PROTÉGÉ B	<input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	<input type="checkbox"/>	PROTECTED B / PROTÉGÉ B	<input type="checkbox"/>
PROTECTED C / PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/>	PROTECTED C / PROTÉGÉ C	<input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET / NATO SECRET	<input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/>
SECRET / SECRET	<input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET	<input type="checkbox"/>	SECRET / SECRET	<input type="checkbox"/>
TOP SECRET / TRÈS SECRET	<input type="checkbox"/>			TOP SECRET / TRÈS SECRET	<input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	<input type="checkbox"/>			TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	<input type="checkbox"/>

TBS/SC1 350-103(2004/12)


Security Classification / Classification de sécurité

Canada

Solicitation No. - N° de l'invitation
W0125-17LM01/A
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CCC No./N° CCC - FMS No./N° VME

	Gouvernement of Canada	Gouvernement du Canada	Contract Number / Numéro du contrat W0125-17-2M01 Security Classification / Classification de sécurité	51
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PART A (continued) / PARTIE A (cont.)		
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel Document Number / Numéro du document		
PART B PERSONNEL (SUPPLIER) / PARTIE B PERSONNEL (FOURNISSEUR)		
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis		
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET
<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/> COSMIC SECRET COSMIC SECRET
SITE ACCESS ACCÈS AUX EMPLACEMENTS		
Special comments: Commentaires spéciaux		
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.		
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		
<input type="checkbox"/> No Non		
<input checked="" type="checkbox"/> Yes Oui		
Unscreened pers. may only access public/reception zone		
PART C SAFEGUARDS (SUPPLIER) / PARTIE C MESURES DE PROTECTION (FOURNISSEUR)		
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS		
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		
<input checked="" type="checkbox"/> No Non		
<input type="checkbox"/> Yes Oui		
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		
<input checked="" type="checkbox"/> No Non		
<input type="checkbox"/> Yes Oui		
PRODUCTION		
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		
<input checked="" type="checkbox"/> No Non		
<input type="checkbox"/> Yes Oui		
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)		
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		
<input checked="" type="checkbox"/> No Non		
<input type="checkbox"/> Yes Oui		
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		
<input checked="" type="checkbox"/> No Non		
<input type="checkbox"/> Yes Oui		

TBS/SCT 350-163(2004/12)

Security Classification / Classification de sécurité

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Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W0125-17-LM01
Security Classification / Classification de sécurité

51

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	S	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Informations																
Representations / Représentations																
Production																
IT Media / Support TI																
IT Data / Données électroniques																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/STC 350-103(2004/12)

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Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W0125-17-LM01

Security Classification / Classification de sécurité

SM

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Major K. W. Mason		Title - Titre T Flt Comd	Signature
Telephone No. - N° de téléphone 5816	Facsimile No. - N° de télécopieur 613-965-2167	E-mail address - Adresse courriel Karen.Mason@forces.gc.ca	Date 17 Feb 16
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst Tel: 613-996-0286 E-mail: sasa.medjovic@forces.gc.ca		Title - Titre Senior Security Analyst	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2016-Apr 29
15. Are there additional instructions (e.g. security, security, security) / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division Anna.Kulycka@cpsgc-pwsc.gc.ca		Title - Titre Contract Security Officer, Contract Security Division	Signature
Telephone No. - N° de téléphone Tel/Tel - 613-957-1458 / Fax/élec - 613-957-4171	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date May 20, 2016

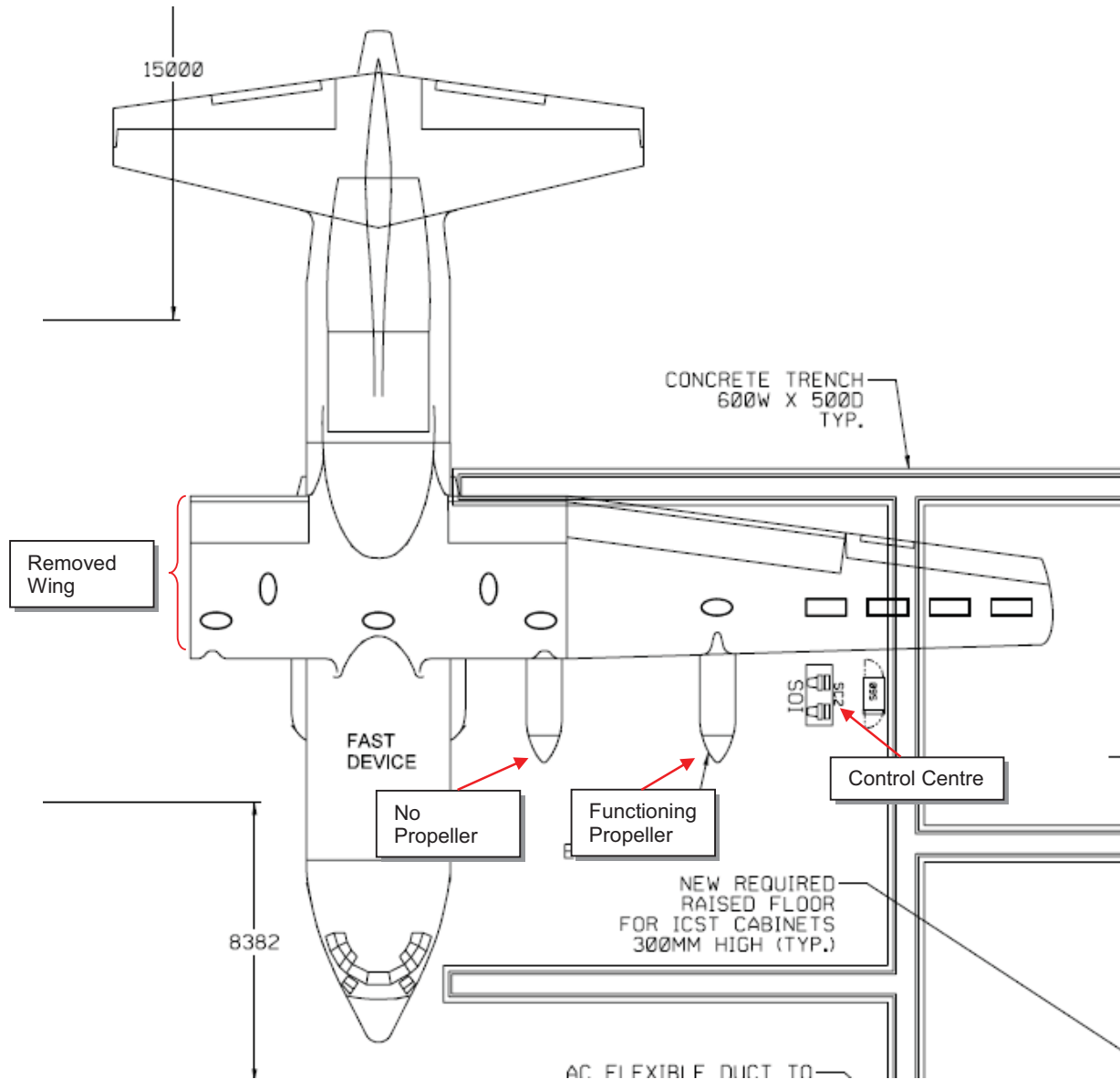
TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

ANNEX E

Close up of CC 130 EJ Aircraft Model Trainer



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KIN930
CCC No./N° CCC - FMS No./N° VME

ANNEX F, Hangar Floor Diagram

See attached

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KIN-6-46022

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CCC No./N° CCC - FMS No./N° VME

ANNEX G to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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);

Solicitation No. - N° de l'invitation
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ANNEX H

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

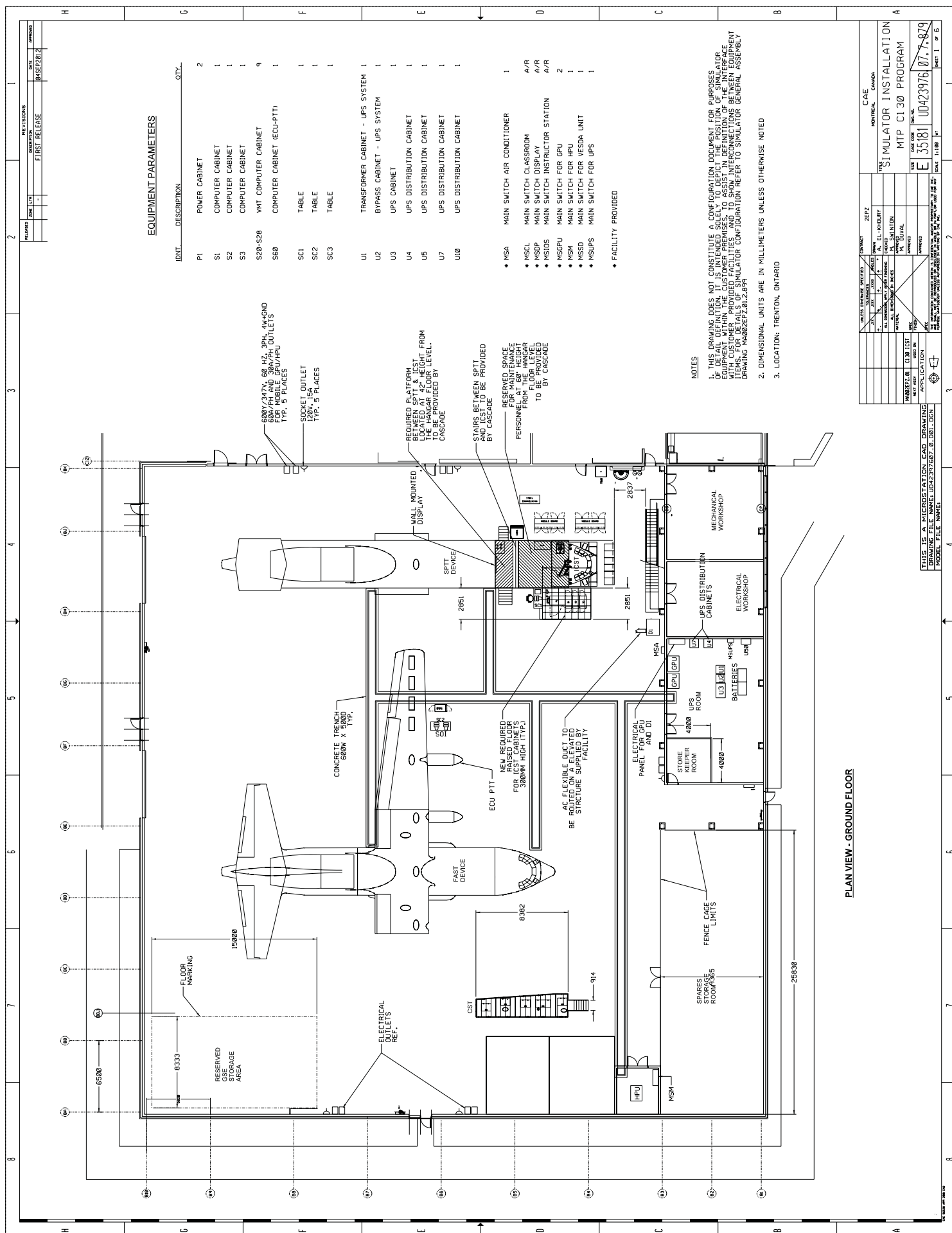
Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.



PLAN VIEW - GROUND FLOOR

EQUIPMENT PARAMETERS

IDENT.	DESCRIPTION	QTY.
P1	POWER CABINET	2
S1	COMPUTER CABINET	1
S2	COMPUTER CABINET	1
S3	COMPUTER CABINET	1
S20-S28	WMT COMPUTER CABINET	9
S60	COMPUTER CABINET (ECU-PIT)	1
SC1	TABLE	1
SC2	TABLE	1
SC3	TABLE	1
U1	TRANSFORMER CABINET - UPS SYSTEM	1
U2	BYPASS CABINET - UPS SYSTEM	1
U3	UPS CABINET	1
U4	UPS DISTRIBUTION CABINET	1
U5	UPS DISTRIBUTION CABINET	1
U7	UPS DISTRIBUTION CABINET	1
U10	UPS DISTRIBUTION CABINET	1
M5A	MAIN SWITCH AIR CONDITIONER	1
M5L	MAIN SWITCH CLASSROOM	A/R
M5P	MAIN SWITCH DISPLAY	A/R
M5S	MAIN SWITCH INSTRUCTOR STATION	A/R
M5G	MAIN SWITCH FOR GPU	2
M5M	MAIN SWITCH FOR HPU	1
M5SD	MAIN SWITCH FOR VESDOA UNIT	1
M5SP	MAIN SWITCH FOR UPS	1
FACILITY PROVIDED		

NOTES

1. THIS DRAWING DOES NOT CONSTITUTE A CONFIGURATION DOCUMENT FOR PURPOSES OF DETAILED DEFINITION. IT IS INTENDED SOLELY TO DEFINE THE POSITION OF THE SIMULATOR WITH RESPECT TO THE CUSTOMER'S FACILITIES. THE POSITION OF THE EQUIPMENT WITH RESPECT TO THE CUSTOMER'S PROVIDED FACILITIES AND TO THE INTERCONNECTIONS BETWEEN THE EQUIPMENT ARE NOT SPECIFIED IN THIS DRAWING. FOR DETAILS OF SIMULATOR CONFIGURATION REFER TO SIMULATOR GENERAL ASSEMBLY DRAWING MA002EP.2.012.899

[illegible]