



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage

Montréal
Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

800, rue de La Gauchetière Ouest
7^{ème} étage

Montréal
Québec

H5A 1L6

Title - Sujet Mechanical precision fabrication	
Solicitation No. - N° de l'invitation W7701-176235/A	Date 2017-01-16
Client Reference No. - N° de référence du client W7701-176235	GETS Ref. No. - N° de réf. de SEAG PW-\$MTB-160-14190
File No. - N° de dossier MTB-6-39212 (160)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-02-09	
Delivery Required - Livraison exigée Voir doc.	
Address Enquiries to: - Adresser toutes questions à: Queissy, Guillaume	Buyer Id - Id de l'acheteur mtb160
Telephone No. - N° de téléphone (514)496-3445 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RDDC-R et D Défense Canada-Valcartier DRDC-Defence R&D Canada-Valcartier Bâtisse 53 2459, Route de la Bravoure QUEBEC Québec G3J1X5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	OC service fabrication mécanique	W7701	W7701	1	LOT	\$	\$		Voir doc.	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the reporting requirements, the insurance requirements, the Electronic Payment Instruments.

1.2 Summary

- 1.2.1 Defense Research and Development Canada (DRDC) - Valcartier Research Center intends to issue two Regional Individual Standing Offers (RISO) for the machining of small and medium sized parts with medium to high precision for its research projects.

To this end, companies with a fleet of machinery that can comply with the technical specifications will be invited to tender. These companies will also have to provide certain additional services that may be contracted out, such as heat treatments, specialized cutting services, sheet metal, etc.

For each call-ups, the Contractor will have to analyse DRDC's requirements and the manufacturing drawings provided. The contractor will be required to submit a bid based on quantities, types of heat treatment materials, etc. Materials may, in some cases, be provided by DRDC - Valcartier Research Center and be picked up by the Contractor at 2459 Pie-XI North Boulevard, Quebec City, Quebec. The Contractor will be responsible for the delivery of the DRDC - Valcartier site once the work has been completed.

It is anticipated that 2 standing offers, for a total value of \$600,000.00 (plus applicable taxes), will result from this Request for Standing Offers. These standing offers will be issued on a proportional basis: 70% of the total value of the Standing Offers (\$ 420,000.00) to the Offeror with the lowest eligible bid and 30% (\$ 180,000.00) to the Offeror who submitted the second eligible bid with the lowest evaluated price.

If a single responsive bid is received, it is expected that a standing offer, totaling \$ 600,000.00 (plus applicable taxes), will result from this Request for Standing Offers.

Call-ups against this standing offer will be possible from April 1st 2017 to March 31st 2019 with the possibility of three (3) additional periods of one year each.

The requirement is subject to the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act \(PSSA\)](#), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation](#)

Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer 2 hard copies

Section II: Financial Offer 2 hard copies

Section III: Certifications 2 hard copies

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "E" 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.

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3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Offeror must clearly indicate whether or not each of the mandatory requirements listed below is compliant. Bids that do not comply with all the mandatory requirements will be declared non-responsive and will not be given any further consideration.

Canada reserves the right to verify compliance with mandatory requirements for the two proposals with the best technical quality / price ratio by inspecting the offerors' facilities after the request for standing offers is closed, but before standing offers are awarded.

MANDATORY CRITERIA NO. 1 - CAM SOFTWARE

The Offeror must use the latest technology multi-axis CAM software, capable of processing files created with Solid Edge and/or NX. The offeror must provide the name, version and publisher of the software used.

MANDATORY CRITERIA NO. 2 – WORKSHOP FACILITIES

The Offeror must have general maintenance workshop facilities suitably equipped to produce parts to a dimension tolerance of up to $\pm .0001$ ", and a weight tolerance of up to $\pm 1/3$ grain. The workshop must include, at minimum, the following equipment: manual lathe, manual milling machine, press drill, grinder, tapping machine, band saw and sander. The Offeror must provide photographs of the specified equipment before the Issuance of the Standing Offer.

MANDATORY CRITERIA NO. 3 – METROLOGY LABORATORY

The Offeror must own a metrology laboratory equipped with, at minimum, the following measuring instrumentation: inside and outside micrometers, Vernier calipers, Vernier height gauges, gauge blocks, optical comparators, machinist squares and marble surfaces. The Offeror must provide photographs of the specified equipment before the Issuance of the Standing Offer.

MANDATORY CRITERIA NO. 4 – COORDINATE MEASURING MACHINE

The Offeror must own a certified coordinate-measuring machine (CMM). The Offeror must provide photographs of the equipment and of the model number and its certificate of calibration before the Issuance of the Standing Offer.

MANDATORY CRITERIA NO. 5 – SURFACE GRINDING MACHINE

The Offeror must have a cylindrical and/or surface grinding machine for machining work pieces to tolerances of ± 0.0001 ". The Offeror must provide photographs of the equipment and of the model number before the Issuance of the Standing Offer.

MANDATORY CRITERIA NO. 6 – COMPUTER NUMERIC CONTROLLED TURRET

The Offeror must have a computer numeric controlled (CNC) turret lathe capable of machining work pieces with minimum dimensions of 10" in diameter and 20" in length. The Offeror must provide photographs of the equipment and of the model number before the Issuance of the Standing Offer.

MANDATORY CRITERIA NO. 7 - COMPUTER NUMERIC CONTROLLED MILLING

The Offeror must have a minimum of three CNC milling machines capable of machining work pieces with minimum dimensions of 16" in width, 12" in height and 30" in length. The Offeror must provide photographs of the equipment and of the model number before the Issuance of the Standing Offer.

4.1.1.2 Point Rated Technical Criteria

Each technical bid that meets all of the mandatory requirements specified above must be evaluated and rated in accordance with the following evaluation criteria.

The Bidder should indicate as clearly as possible the expected information for each criterion.

The rating is performed on a scale of 68 points. To be declared responsive, the Bidder must obtain a minimum of 41 points overall for the technical evaluation criteria which are subject to point rating.

RATED CRITERIA NO. 1 – PRODUCTION CAPACITY

The offerors' production capacity will be calculated by determining the number of CNC production hours per week. To do this, we will compare the sum of the average hours worked per week for each CNC machine operator AND the sum of the number of hours each CNC machine tool can do per week. The bidder's production capacity is the smallest of the two. The Offeror should provide a cumulative table as shown in the example below.

Example

CNC machine operator	Average hours worked per week	CNC Machine	CNC machine's capacity per week
#1	40	CNC Turret no. 1	120
#2	55	CNC Milling machine no.1	120
#3	24	CNC Milling machine no.2	120
#4	40	CNC Milling machine no.3	120
#5	40		

Total	189 hours	Total	480 hours
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In this example, the offeror's capacity would be **189 hours**. That is, the sum of the number of hours worked per week for each person working on CNC machine tools.

Points will be awarded as follows, up to a maximum of 20 points:

Production capacity (hours/week)	Points
0-150	4
151-300	8
301-500	12
501-750	16
751 and +	20

RATED CRITERION NO. 2 – EXPERIENCE OF THE PERSONNEL DIRECTLY INVOLVED IN THE PROJECT

The Offeror should provide a document describing the experience of five full-time machinists (30 hours per week or more) working for the Offeror. The descriptions of the experience provided should make it possible to evaluate the number of months of experience that the technicians accumulate in conventional and / or CNC and to use the tooling available in a machining workshop. The offeror should indicate in a table the experience of each technician in terms of months.

The technicians' scores will be added together and divided by the number of proposed resources, to obtain the average.

The technicians' score will be established as follows, for a maximum of 21 points per technician:

Experience of the Resource in Months	Points
Less Than 36	0
36 to 60	7
61 to 120	14
121 and +	21

Example

Technicians	Months of Experience	Score
Technician A	41	7
Technician B	118	14

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Technician C	28	0
Technician D	150	21
Technician E	48	7
Total points for the technicians		49
Total score used for evaluation purposes (Total of the technicians' scores divided by the number of technicians and rounded off to the nearest unit)		9.8 points = 10

The maximum score for Criterion No. 2 is 21 points.

RATED CRITERION NO. 3 – COMPANY'S EXPERIENCE

The Offeror should provide a document describing the company and its history. This document should include a description of three precision mechanical manufacturing projects carried out over time. The document should allow Canada to assess the company's number of months of experience in the field of precision mechanical manufacturing.

The score must be established as follows, for a maximum of 10 points:

Awarding of Points	Points
Company with less than 12 months of experience in the fabrication of precision mechanical items	0
Company with 12 to 60 months of experience in the fabrication of precision mechanical items	1
Company with more than 60 months and up to 120 months of experience in the fabrication of precision mechanical items	5
Company with more than 120 months of experience in the fabrication of precision mechanical items	10

RATED CRITERION NO. 4 – ISO CERTIFICATION

The Offeror should provide proof of ISO (International Organization for Standardization) certification.

2 points will be awarded if the company provides a valid certificate. The maximum score for Criteria No. 4 is 2 points.

RATED CRITERIA NO. 5 – EQUIPMENT AND SERVICES

For each of the elements below, the score indicated in the "Points" column will be awarded if the Offeror has the specified equipment at its facilities.

The maximum score for Criteria no. 5 is 15 points.

EQUIPMENT AND SERVICES	POINTS
The Offeror has a 4-axis CNC milling machine with a machining capacity of 20" x 20" x 16" in height in working condition at its facilities. Yes _____ No _____	5

<p>Please indicate:</p> <p>Name: _____ Type: _____ Year: _____ Capacity: _____</p>	
<p>The Offeror has a 5-axis CNC milling machine with a machining capacity of 20" x 20" x 16" in height in working condition at its facilities.</p> <p>Yes _____ No _____</p> <p>Please indicate:</p> <p>Name: _____ Type: _____ Year: _____ Capacity: _____</p>	5
<p>The Offeror has a 3 or 4 or 5 axis computer numeric controlled (CNC) turret lathe with a machining capacity of 10" in diameter and 20" in length in working condition at its facilities. (3 axes = 3 points, 4 axes = 4 points, 5 axes = 5 points)</p> <p>Yes _____ No _____</p> <p>Please indicate:</p> <p>Name: _____ Type: _____ Year: _____ Capacity: _____</p>	5

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual Clause [M0220T](#) 2016-01-28, Evaluation of Price

4.1.2.2 Mandatory Financial Criteria

The hourly rates, unit transport costs and average portion of the material price listed in Schedule B for any subsequent period must not be less than the rates and costs presented in the bid for the preceding period.

For example, the proposed hourly rate for 2017 should be equal to or less than the proposed rate for 2018.

4.1.2.3 Total financial value of the proposal evaluated

The total cost of the Offeror's proposal will be evaluated according to the calculation below.

Estimated hours of work (6750 hours) multiplied by the average of the firm hourly rates for the 5-year contract.

+

Estimated quantity of working orders (200 working orders) multiplied by average transportation costs over the 5 years of the contract.

+

Estimated value of material used in the manufacture of parts (\$ 48,500.00) multiplied by the average portion of the material price charged for the 5 years of the contract.

=

Total financial value of the proposal evaluated

Please refer to the table below as an example for calculating an evaluation amount for the Standing Offer Period. Note that the data shown in the table are fictitious prices given as examples only.

A Description	B Estimated quantity per periode	C Price or rate submitted by Offeror 1	D Financial value of Offeror 1 (B X C)	E Price or rate submitted by Offeror 2	F Financial value of Offeror 2 (B X E)
Manufacturing 2017	6750 hrs	\$35.00		\$42.00	
Manufacturing 2018	6750 hrs	\$36.00		\$43.00	
Manufacturing 2019	6750 hrs	\$37.00		\$44.00	
Manufacturing 2020	6750 hrs	\$38.00		\$45.00	
Manufacturing 2021	6750 hrs	\$39.00		\$46.00	
Average Manufacturing	6750 hrs	\$37.00	\$249,750.00	\$44.00	\$297,000.00
Transport 2017	200	\$100.00		\$15.00	
Transport 2018	200	\$100.00		\$17.00	
Transport 2019	200	\$100.00		\$19.00	
Transport 2020	200	\$100.00		\$21.00	
Transport 2021	200	\$100.00		\$23.00	
Average transport	200	\$100.00	\$20,000.00	\$21.00	\$3,800.00
Material 2017	\$48,500.00	1.15		0.90	
Material 2018	\$48,500.00	1.15		0.90	
Material 2019	\$48,500.00	1.15		0.95	
Material 2020	\$48,500.00	1.15		1.05	
Material 2021	\$48,500.00	1.15		1.10	
Average Material	\$48,500.00	1.15	\$55,775.00	0.98	\$47,530.00
Total financial value of the proposal evaluated			\$325,525.00		\$348,330.00

In the example above, Offeror 1 submitted a proposal for which the total evaluation amount for the Standing Offer Period is lower than that of the Offeror 2.

4.2 Basis of Selection

4.2.1 Basis of Selection - Minimum Point Rating

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical and financial evaluation criteria; and
 - c. obtain the required minimum of 41 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 68 points.

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2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

4.2.1 Multiple standing offers

It is anticipated that 2 standing offers, for a total value of \$600,000.00 (applicable taxes not included), may result from this Request for Standing Offers. These standing offers will be issued on a proportional basis: 70% of the total value of Standing Offers (\$ 420,000.00) to the Offeror with the lowest eligible bid and 30% (\$ 180,000.00) to the Offeror who has submitted the second eligible bid with the lowest evaluated price.

If a single responsive bid is received, it is expected that one standing offer, for a total value of \$600,000.00 (applicable taxes not included), will result from this Request for Standing Offers.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Canadian Content Certification

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This procurement is limited to Canadian goods.

The Offeror certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

5.2.3.1 Canadian Content Definition

SACC *Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

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PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There are no security requirements in the Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a semester basis to the Standing Offer Authority.

The semester reporting periods are defined as follows:

- 1st semester: April 1st to September 30th;
- 2nd semester: October 1st to March 31st;

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1st 2017 to March 31st 2019.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 3 periods, from April 1st 2019 to March 31st 2020, April 1st 2020 to March 31st 2021 and April 1st 2021 to March 31st 2022 under the same conditions and at the rates or prices specified in the

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Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Nom : Guillaume Quessy
Titre : Supply Specialist
Public Works and Government Services Canada
Supply and Compensation Directorate, Quebec Region
Adresse : Place Bonaventure
Portail Sud-Est, 7e étage
800, rue de la Gauchetière Ouest
Montreal, (Quebec) H5A 1L6
Téléphone : 514-496-3445
Télécopieur : 514-496-3822
Courriel : guillaume.quessy@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Technical Authority

The Technical Authority for the Standing Offer 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 will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

Name: _____
Title: _____
Organization: _____

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Defense Research and Development Canada (DRDC) - Valcartier Research Center.

7.8 Call-up Procedures

Step 1:

When parts are required to be machined, the Technical Authority (TA) will contact the Offeror by e-mail. During this initial contact, the TA will provide technical drawings, welding standards (if applicable) and a description of the need.

Step 2:

The Contractor must analyze the DRDC requirement and study the manufacturing drawings provided. The Contractor must provide, at no additional cost to the client department, a written estimate for the work that may be performed. This estimate must include, when applicable, the cost of transportation (pick-up and / or delivery), labor cost and material cost in accordance with the basis of payment. Submissions must be sent to the TA by email at the address listed in Section 5.2 of the Standing Offer document. The tenders must be received by the TA within a maximum of 2 weeks following the request for tender.

The contractor may be required to provide details of the estimate in hours per machining operation. When the estimate is submitted by the contractor and accepted by the TA, a call-up is issued and the work and services must be completed at a cost not exceeding the estimate. The TA or his representative shall have the right to refuse certain work to be carried out and to negotiate the number of hours of repair if, in their opinion, the estimate of the workforce is considered high. Any estimate will be valid for a period of ninety (90) days. See SACC Guide cause [M3800C](#) (2006-08-15) - Cost Estimate, for more information on the estimate of the work.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offers must not exceed the sum of \$600,000.00 (Applicable Taxes excluded) distributed as follow : \$420,000.00 to the Offeror 001 and

\$180,000.00 to the Offeror 002 unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016-04-04) General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Reporting Requirements;
- h) Annex D, Electronic Payment of Invoices;
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13.3 SACC Manual Clauses

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification
SACC Manual clause M3800C (2006-08-15) Estimates

7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment - Firm Price

7.5.1.1 Transport

Provided that all of its obligations under the contract are met satisfactorily, the Contractor will be paid according to the cost estimate for the transportation. The firm prices must be those specified in Appendix B - Basis of Payment. Customs duties are included and applicable taxes are extra.

7.5.1.2 Workforce

Provided that all of its obligations under the contract are met satisfactorily, the contractor will be paid according to the cost estimate for labor. The firm hourly rates shall be those specified in Annex B - Basis of Payment. Customs duties are included and applicable taxes are extra.

7.5.1.3 Material

Provided that all of its obligations under the contract are met satisfactorily, the contractor will be paid according to the portion of the cost for the material. The portion of the contractor's cost shall be as specified in Annex B - Basis of Payment. Customs duties are included and applicable taxes are extra.

7.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-15), Limitation of Price

7.5.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

7.5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause [C0711C](#) (2008-05-12), Time Verification

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);

7.6 Invoicing Instructions

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.

The prices of materials, labor and transport must be defined and identifiable on the invoice.

Each invoice must be supported by:

- copy of the invoice for the purchase of the material (if applicable);

Invoices must be distributed as follows:

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

7.7 Insurance Requirements

SACC Manual clause [G1005C](#) (2008-05-12), Assurances

7.8 SACC Manual Clauses

SACC Manual clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)
SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract

ANNEX "A" - STATEMENT OF WORK

1. TITLE

Precision mechanical fabrication

2. OBJECTIVE

Defence Research and Development Canada (DRDC) – Valcartier Research Centre wishes to purchase machining services from small to medium size parts with medium to high precision for research projects. To this end, companies with an inventory of machines that comply with the technical specifications will be invited to bid. These companies will also be required to provide additional services such as heat treatment, specialized cutting and sheet metal services. Additional services may be outsourced.

3. ACRONYMS

AD	Applicable document
SOW	Statement of Work
DRDC	Defence Research and Development Canada
TA	Technical Authority

4. APPLICABLE DOCUMENTS AND REFERENCES

AD1: Technical drawings provided over the course of the projects, in .pdf or dft. format, according to Valcartier Research Centre's capacity. Ratings/notes and instructions in the technical drawings provided by DRDC will be in French only.

AD2: In the case of welded products requiring specific welding, the welding standard required for the work in question may be provided by DRDC. When the welding standard is not specified by DRDC, the welding standard used shall be provided by the supplier.

AD3: Machining files will always be provided upon request for quotation

5. TASKS

5.1 Parts machining

The Contractor must carry out medium to high precision machining of small to medium size parts for DRDC's research projects. The Contractor will also be required to provide the following additional services, which may be outsourced if the Contractor does not have the necessary type of equipment:

- 5.2.1 4 or 5 axis CNC machining
- 5.2.2 Conventional machining
- 5.2.3 Welding
- 5.2.4 Heat treatment (including hardening and aging)
- 5.2.5 All of the following surface treatments: painting, anodizing or protection by melonite treatment, blueing, black oxide; chrome plating.
- 5.2.6 Moulding
- 5.2.7 EDM wire machining
- 5.2.8 EDM electrode machining
- 5.2.9 Water jet cutting
- 5.2.10 Designing using solid-modelling software
- 5.2.11 Laser cutting

- 5.2.12 Engineering
- 5.2.13 Sheet metal service

5.2 Conformity

The Contractor must provide a document certifying the conformity of the part to the drawing provided by DRDC. This document must be attached to the part or be sent by e-mail.

6 DELIVERABLES

The Contractor must deliver the parts to DRDC Research Centre. The Contractor must notify the TA of the delivery before it is sent.

The parts must be delivered to:

DRDC – Valcartier Research Centre
Building 64
2459 De la Bravoure Blvd
Quebec City, Quebec
G3J 1X5
Canada

7 DELIVERY TIME

The parts must be delivered within a maximum of 2 months following the call-up or according to a written agreement prior to the call-up and approved by the technical manager RT.

8. LANGUAGE OF WORK

Ratings, notes and instructions in the technical drawings provided by DRDC will be in French only. The Contractor can communicate in French or English.

9. LOCATION OF THE WORK

The work must be performed on Contractor's site.

10. TRAVEL

None

11. MEETINGS

None

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

GSM 1: Technical drawings (AD1); welding standard (AD2); machining files (AD3)

GSM 2: In some cases materials could be provided by DRDC - Valcartier Research Center as required. It is possible that the contractor is asked to pick up these materials. The contractor must, in coordination

with the RT, transport the materials identified on the drawings to its manufacturing site. DRDC does not accept any transportation costs between the supplier's site and those of its subcontractors. If surplus materials exist they must be returned to DRDC - Valcartier upon delivery of the project.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE 1: Specialized equipment owned by DRDC - Valcartier Research Center may be required to manufacture certain parts. If necessary, the contractor must pick up the equipment and an equipment loan form must be completed by the RT and signed by the contractor. DRDC retains ownership of the loaned equipment. DRDC does not accept any transportation costs between the supplier's site and those of its subcontractors.

14. SPECIAL CONSIDERATIONS

MATERIAL

The provision of the materials required to fabricate the parts may be included in this standing offer, based on the requirements in the drawings provided. If the Contractor is asked to supply the materials, the cost of the materials must be invoiced according to the basis of paiement. The prices of the material must be identified separately from the hourly rates on the invoices.

CONDITIONS

1. The Contractor must complete the work in accordance with the specifications of the designs or sketches provided by DRDC – Valcartier Research Centre. The Contractor must always contact DRDC's TA before making any changes or modifications to the work to be carried out, or to obtain technical information.
2. DRDC will use the imperial system (inches) in its drawings and sketches. The Contractor must also use this system in all communications and documentation addressed to DRDC.
3. The work must be inspected by the DRDC – Valcartier Research Centre Quality Control Laboratory based on the specifications in the designs and sketches provided with the order. Should the work fail to conform to the design or sketch specifications, it must be returned to the Contractor to be corrected or redone at its expense.
4. DRDC does not accept the transportation costs of non-conforming parts.
5. Unless indicated otherwise, the Contractor must ensure the cleanliness and quality of shipped parts, i.e., that they are free of oil (unless we have requested rust protection) and marks, and deburred (unless we have requested sharp corners).

15 SECURITY

The work is not classified and the Contractor will not have access to PROTECTED and/or CLASSIFIED information or assets. The Contractor will be escorted at all times when at the DRDC site.

ANNEX "B" - BASIS OF PAYMENT

For the duration of the standing offer, the Contractor agrees to calculate the cost of individual projects based on the fixed hourly rates indicated in section 1 below.

The hourly rates in section 1 must include equipment and labour, as well as administrative expenses, employee benefits and other anticipated and unanticipated costs. Firm, all-inclusive rate for the duration of the standing offer, excluding applicable taxes.

1- Hourly rates

Periods (A)	Rates (B)
FIXED HOURLY RATE – April 1 st 2017 to March 31 st 2018	\$ _____ / hour
FIXED HOURLY RATE – April 1 st 2018 to March 31 st 2019	\$ _____ / hour
FIXED HOURLY RATE – April 1 st 2019 to March 31 st 2020 (Optional period 1)	\$ _____ / hour
FIXED HOURLY RATE – April 1 st 2020 to March 31 st 2021 (Optional period 2)	\$ _____ / hour
FIXED HOURLY RATE – April 1 st 2021 to March 31 st 2022 (Optional period 3)	\$ _____ / hour

During the period of the Standing Offer, the Contractor undertakes to calculate the cost of transportation (pick-up and delivery) based on the transportation costs of item 2 below. The collection of materials supplied by the client department and the delivery of the parts will be carried out by the contractor. All-inclusive unit costs for the duration of the Standing Offer exclude applicable taxes. DRDC does not accept any transportation costs between the supplier's site and those of its subcontractors.

2- Transportation of parts and material

Periods (A)	Rates (B)
UNIT TRANSPORT COST – April 1 st 2017 to March 31 st 2018	\$ _____ / transport
UNIT TRANSPORT COST – April 1 st 2018 to March 31 st 2019	\$ _____ / transport
UNIT TRANSPORT COST – April 1 st 2019 to March 31 st 2020 (Optional period 1)	\$ _____ / transport
UNIT TRANSPORT COST – April 1 st 2020 to March 31 st 2021 (Optional period 2)	\$ _____ / transport

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UNIT TRANSPORT COST – April 1 st 2021 to March 31 st 2022 (Optional period 3)	\$ _____ / transport
-----------------------------------------------------------------------------------------------------	----------------------

3- Material used in the manufacture of parts

Periods (A)	Rates (B)
% of the cost of the material used to manufacture parts – April 1 st 2017 to March 31 st 2018	% _____
% of the cost of the material used to manufacture parts – April 1 st 2018 to March 31 st 2019	% _____
% of the cost of the material used to manufacture parts – April 1 st 2019 to March 31 st 2020 (Optional period 1)	% _____
% of the cost of the material used to manufacture parts – April 1 st 2020 to March 31 st 2021 (Optional period 2)	% _____
% of the cost of the material used to manufacture parts – April 1 st 2021 to March 31 st 2022 (Optional period 3)	% _____

Instructions Related to Evaluation:

1- Percentage of the cost of the material used to manufacture parts:

- a. The Offeror must provide the percentage of the cost of the material used to manufacture of the parts. This percentage represents the portion of the cost of the material used to manufacture of the parts that will be included in the invoices to the Department of National Defense.
- b. Here are two examples to illustrate:
 - i. If the bidder wants to charge 85% of the cost of the material, the percentage in column "B" will be 85%.
 - ii. If the bidder wants to charge 115% of the cost of the material, the percentage in column "B" will be 115%.

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ANNEX "C" - REPORTING REQUIREMENTS

Please provide information on this Standing Offer on a semi-annual basis to:

Guillaume.queissy@tpsgc-pwgsc.gc.ca

Please indicate the Standing Offer Number in the subject field and clearly state the following information:

- the Standing Offer Number to which the information relates;
- the start date and end date of the standing offer;
- the total amount spent to date by the federal government;
- the total amount spent during the reference period;
- the reference period to which the data apply (from the start date to the end date);
- the value of the order;

The semesters break down as follows:

- First semester: from April 1st to September 30th;
- Second semester: from 1 October to 31 March;

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ANNEX "D" - ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International);