



**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

Bid Receiving – PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St. / 11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5

Or By/Ou par Fax To/A : (819) 997-9776

**Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

|  |                    |   |
|--|--------------------|---|
| Title/Titre<br>PLATE MOUNTING  |                    | Solicitation No –<br>N° de l'invitation<br>W8485-174220/A |
| Date of Solicitation – Date de l'invitation<br>14 February 2017  |                    |   |
| Address Enquiries to – Adresser toutes questions à<br>Department National Defence<br>National Defence Headquarters<br>MGen Georges R Pearkes Bldg<br>101 Colonel by Drive<br>Ottawa ON, K1A 0K2<br>Attn: DAP 2-2-6<br><a href="mailto:Ralph.McIlveen@forces.gc.ca">Ralph.McIlveen@forces.gc.ca</a> |                    |   |
| Telephone No. – N°<br>de téléphone   | FAX No – N° de fax |   |
| Destination<br>See herein<br>Voir aux présentes  |                    |   |

**Instructions:**

**Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

**Solicitation Closes –  
L'invitation prend fin**

At – à : 14 :00 Hours (2PM) Eastern Daylight Time /  
14:00 (2h PM) Heure Avancée de l'Est

On - le : 27 March 2017

|   |                                       |
|---|---------------------------------------|
| Delivery required - Livraison exigée<br><b>On or after 18 April 2017/ Apres<br/>le 18 Avril 2017..</b>  | Delivery offered - Livraison proposée |
| Vendor Name and Address –Phone and email adress. Raison sociale et adresse du fournisseur. Telephone et adresse de courriel.  |                                       |
| Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie) |                                       |
| Name/Nom _____  | Title/Titre _____                     |
| Signature _____   | Date _____                            |

**STATEMENT OF REQUIREMENT**

**1. Line Item Details**

| Item                    | Description  | Bidder's Proposed Delivery Date DD/MM/YY | Destination        | Unit of Issue | Firm Quantity | All-Inclusive Firm Unit Price, FCA Free Carrier | Total Item Cost |
|-------------------------|--|--|--------------------|---------------|---------------|---|-----------------|
| 1                       | 5340-21-913-8954<br>PLATE MOUNTING<br>P/N: 9740003-1<br>NCAGE: 36376<br>QAC:C  |  | 25CFSD. See below. | EA            | 500           |   |                 |
| 2                       | 5340-21-913-8954<br>PLATE MOUNTING<br>P/N: 9740003-1<br>NCAGE: 36376<br>QAC: C |  | 7CFSD. See below.  | EA            | 500           |   |                 |
| 3                       | 5340-21-913-8953<br>PLATE MOUNTING<br>P/N: 9740003-1<br>NCAGE: 36376<br>QAC: C |  | 25CFSD. See below. | EA            | 500           |   |                 |
| 4                       | 5340-21-913-8953<br>PLATE MOUNTING<br>P/N: 9740003-1<br>NCAGE: 36376<br>QAC: C |  | 7CFSD. See below.  | EA            | 500           |   |                 |
| <b>SUB TOTAL</b>        |  |  |                    |               |               |   |                 |
| <b>Applicable Taxes</b> |  | <b>Insert amount as</b>                  |                    |               |               | <b>GST: \$ _____</b>                            |                 |
|                         |  |  |                    |               |               | <b>HST: \$ _____</b>                            |                 |
|                         |  |  |                    |               |               | <b>PST: \$ _____</b>                            |                 |
| <b>TOTAL</b>            |  |  |                    |               |               |   |                 |

**2. MOLD**

Canada will provide a "mold " to the address indicated on the contract.

NSN: 3230-20-005-7428, mold, quantity 1.

**3. DESTINATION ADDRESSES**

|  |  |
|--|--|
| <p><b>For items: Items 1, 3.</b><br/>WB941<br/>Department of National Defence<br/>25 CFSD Montreal<br/>6363 Notre Dame St. E.<br/>Montreal, Quebec<br/>H1N 1V9<br/>ATTN: Receipt Section</p> | <p><b>For items: Item 2, 4.</b><br/>W2481<br/>Department of National Defence<br/>7 CF Supply Depot<br/>195 Ave &amp; 82nd St., Bldg. 236<br/>Edmonton, Alberta<br/>T5J 4J5<br/>ATTN: Receipt Section</p> |
|--|--|

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Requirement**

The "Requirement" is detailed in page 2, Line Item Details.

### **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**

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

## **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 Works and Government Services Canada.

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows: The bid is to remain valid:

Delete: 60 days  
Insert: 90 days

## **2.2 Submission of Bids**

Bids 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 bid solicitation.

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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.

## **2.4 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.

## **2.5 Technical Data Package**

In order to receive Technical Data Packages against this solicitation, bidders must provide the following details with their request:

Company Name:

Complete mailing & physical address (P.O. Box Numbers not acceptable)

Area code and telephone number:

Contact name:

E-mail address:

Solicitation Number & Closing Date: W8485-174220/A

**And send their request (by e-mail) to the following:**

**E-mail : [johanne.desjardins@forces.gc.ca](mailto:johanne.desjardins@forces.gc.ca)**

It is imperative that the request be done as soon as possible to ensure timely receipt. Notwithstanding Canada must not be held responsible for untimely release of the technical data.

## **2.6 Specifications and Standards**

### **2.6.1 Canadian General Standards Board (CGSB) – Standards (B4003T) (2011-05-16)**

A copy of the CGSB Standards referred to in the bid solicitation is available and may be purchased from:

Canadian General Standards Board

Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Québec  
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5740  
E-mail: [ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca)  
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

## **2.7 Confidential Information for Bidding- A3500T- (2010-01-11)**

In order to prepare a bid in response to the bid solicitation, suppliers must have access to information that is confidential or proprietary to Canada or a third party. It is a condition of the bid solicitation that bidders sign a Confidentiality Agreement substantially in the form set out in Annex \_\_\_\_\_ before being given access to such information at a facility identified in the bid solicitation or before it is provided to them as part of the bid solicitation.

*Instruction to contracting officers: Insert the following Confidentiality Agreement as an annex.*

***Refer to Next page.***



**Annex \_\_\_\_\_**

**Confidentiality Agreement**

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED BY THE MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

The description of the requirement of bid solicitation No. W8485-174220/A contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.

1. The Supplier agrees that:
  - a. it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
  - b. it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above;
  - c. at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.
2. The Supplier must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.
3. The Supplier acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Supplier, or by anyone to whom the Supplier discloses the Confidential Information to comply with these conditions.
4. Nothing in this Confidentiality Agreement should be construed as limiting the Supplier's right to disclose any information to the extent that such information:
  - a. is or becomes in the public domain through no fault of the Supplier or any proposed subcontractor;
  - b. is or becomes known to the Supplier from a source other than Canada, except any source that is known to the Supplier to be under an obligation to Canada not to disclose the information;
  - c. is independently developed by the Supplier; or
  - d. is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

\_\_\_\_\_  
Name of Supplier

\_\_\_\_\_  
Signed by its authorized representative

\_\_\_\_\_  
Date

## **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 (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

#### **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.

#### **Section III: Certifications**

Bidders must submit the certifications 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**

Technical requirement (NSN, Part Number, NCAGE or equivalent substitute product)

##### **4.1.2 Financial Evaluation**

For assessment, bids submitted in a foreign currency will be converted in Canadian dollars at the exchange rate of the Bank of Canada applicable to the request for proposal closing

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

##### **4.1.2.2 Evaluation Price – Canadian/Foreign Bidders – A0222T (2014-06-26)**

The bids will be evaluated at FOB Plant.

### **4.2 Basis of Selection - Multiple Items- A0272T (2010-08-16)**

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 on an aggregate basis* 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.

#### **5.1.2 Additional Certifications Required with the Bid**

### **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.

## **PART 6 - RESULTING CONTRACT CLAUSES**

*Delete this title and the following sentence at contract award*

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

### **6.1 Security Requirement**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Requirement**

The Contractor must provide the items stated herein.

### **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>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of Contract**

All deliverables must be received on or after 18 April 2017.

#### **6.4.2 SACC Manual Clauses**

B1202C (2007-05-25) Age Control of Elastomeric Materials  
B4019C-(2015-02-25) United States Military Specifications and Standards  
D2000C (2007-11-30) Marking  
D2001C (2007-11-30) Labelling  
D2025C (2013/11/06) Wood Packaging Materials  
D6010C (2007/11/30) Palletization

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Ralph Mcilveen  
Department National Defence  
Senior Procurement Officer  
NDHQ Ottawa  
101 Colonel by Drive  
Ottawa Ontario, K1A OK2,

Email: [Ralph.mcilveen@forces.gc.ca](mailto:Ralph.mcilveen@forces.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 Technical Authority-

The Technical Authority for the Contract is:

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

The Technical Authority named above 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 Technical Authority, however the Technical 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.

### 6.5.3 Contractor's Representative (must be filled out and submitted with the bids)

The person responsible for:

#### General enquiries

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

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

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

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

#### Delivery follow-up

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

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

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

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

## 6.6 Payment

### 6.6.1 Basis of Payment – Firm Unit Price(s) - C0207C (2013-04-25)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit price(s) as specified in the contract for a cost of \$ ( insert the amount at contract award)*. Customs duties are *excluded* 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.

### **6.6.2 SACC Manual Clauses**

Method of Payment- H1001C (2008-05-12) Multiple Payments

### **6.6.3 Electronic Payment of Invoices – Contract**

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

Electronic Data Interchange (EDI).

### **6.7 Invoicing Instructions-**

#### **6.7.1 H5001C- (2008-12-12) - 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address indicated below for certification and payment

|  |
|--|
| For items: 1,3.<br>W1941<br>Department of National Defence<br>CFSD Montreal<br>P.O. Box 4000 Stn K<br>Montreal, Quebec<br>H1N 3R9<br>Attention: Accounts payable |
|--|

|  |
|--|
| For items: 2,4.<br>W2481<br>Department of National Defence<br>7 CF Supply Depot<br>Stn Forces, P.O. Box 10500<br>Edmonton, Alberta<br>T5J 4J5<br>Attention: Accounts payable |
|--|

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

- c. One (1) copy must be forwarded to the Consignee.

## **6.8 Certifications and Additional Information**

### **6.8.1 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.

### **6.9 Applicable Laws**

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

### **6.10 Priority of Documents**

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

- a) The Articles of Agreement;
- b) The General Conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- c) Statement of Requirement, Line Item Details, page 2.;
- d) The Contractor's bid dated \_\_\_\_\_

### **6.11 Defence Contract**

SACC Manual Clause A9006C- (2012-07-16) Defence Contract

### **6.12 SACC Manual Clauses- D2000C 2007/11/30 Marking**

### **6.13 Quality Assurance Clauses**

D5545C- (2010-08-16) ISO 9001:2008- Quality Management Systems - Requirements (QAC C)  
All items..

### **6.14 Overshipment**

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

### **6.15 Preparation for Delivery-**

#### **6.15.1 Packaging Requirement using Specification D-LM-008-036/SF-000- D3018C (2014-09-25)**

The Contractor must prepare all items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package all items in quantities of one by package.

### **6.16 Shipping Instructions**

#### **6.16.1 D0037C- (2016-01-28) Shipping Instructions (Department of National Defence) - Canadian-based Contractor**



1. Delivery will be FCA Free Carrier at \_\_\_\_\_ (***Insert the named place, e.g. Contractor's facility***) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.
2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Co-ordination Center (ILCC)

Telephone: 1-877-877-7423 (toll free)

Facsimile: 1-877-877-7409 (toll free)

E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:
  - a. the Contract number;
  - b. consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
  - c. description of each item;
  - d. the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
  - e. actual weight and dimensions of each piece type, including gross weight;
  - f. full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian *Transportation of Dangerous Goods Regulations*, and a copy of the safety data sheet in English and French.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

**OR**

**6.16.1 Shipping Instructions (Department of National Defence) - Foreign-based Contractors  
D0035C-2010-01-11**

1. Delivery will be FCA Free Carrier at \_\_\_\_\_ (***insert the named place, e.g. Contractor's facility***) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the

Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility

2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Coordination Center (ILCC):  
Telephone: 1-877-447-7701 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)

3. The Contractor must provide the following information to the DND Inbound Logistics contact when arranging for shipment:
  - a. the Contract number;
  - b. consignee address (if multiple addresses, items must be packaged and labeled separately with each consignee address);
  - c. description of each item;
  - d. the number of pieces and type of packaging (e.g. carton, crate, drum, skid);
  - e. actual weight and dimensions of each piece type, including gross weight;
  - f. copy of the commercial invoice (in accordance with clause C2608C, section 4, of the *Standard Acquisition Clauses and Conditions Manual*) or a copy of the Canada Border Services Agency form C11 Canada Customs Invoice (PDF 429KB) - ([Help on File Formats](#));
  - g. Schedule B codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
  - h. North American Free Trade Agreement Certificate of Origin (in accordance with clause C2608C, section 2) for the U.S. and Mexico only;
  - i. full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian *Dangerous Goods Shipping Regulations* and a copy of the material safety data sheet.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, the marking of each piece with a Transportation Control Number and customs documentation.
5. The Contractor must not ship goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time that are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

#### **6.17 Military Aviation Replacement Parts - Airworthiness Documentation-D9010C-(2015-02-25)**

The Contractor must provide the following airworthiness documentation, for each unit of issue, within the interior packaging or attached to the good(s) supplied: Certificate of Compliance.