



National Defence

Défense nationale

National Defence Headquarters

Quartier général de la Défense nationale

Ottawa, Ontario
K1A 0K2

Ottawa (Ontario)
K1A 0K2

**REQUEST FOR STANDING OFFER
DE L'OFFRES À COMMANDES**

**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

Title/Titre: Rope Access Training & Certification and Customized Work Aloft Course	Solicitation No – N° de l'invitation : W6399-17JA50/A
Date of Solicitation – Date de l'invitation 2017-02-17	
Address Enquiries to – Adresser toutes questions à : Joyce Harper	
Telephone No. – N° de telephone: 613-949-4819	FAX No – N° de fax
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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 therefor.

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).

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 : 28 March/Mars 2017 On - le : 1400hrs EST :
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Delivery required - Livraison exigée	Delivery offered - Livraison proposée
See Herein / Précisé dans les présentes	
Vendor Name and Address - Raison sociale et adresse du fournisseur	
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 _____

Request for Standing Offers (RFSO)



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS.....	5
PART 2 - OFFEROR INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS.....	5
2.3. FORMER PUBLIC SERVANT.....	5
2.4 CANADIAN FORCES SITE REGULATIONS.....	7
2.5. KICK-OFF MEETING ON SITE AT DND FACILITY.....	7
2.6 SITE VISIT AT DND FACILITY - OPTIONAL.....	7
2.7 ENQUIRIES - REQUEST FOR STANDING OFFERS	7
2.8 APPLICABLE LAWS.....	7
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	8
3.1. OFFER PREPARATION INSTRUCTIONS.....	8
3.2 ELECTRONIC PAYMENT OF INVOICES - OFFER	9
3.3 EXCHANGE RATE FLUCTUATION	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	9
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
PART 6 – SECURITY	10
THERE ARE NO SECURITY REQUIREMENTS.....	10
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	11
A. STANDING OFFER	11
7.1 OFFER.....	11
7.2 SECURITY REQUIREMENTS	11
7.3 STANDARD CLAUSES AND CONDITIONS.....	11
7.4 TERM OF STANDING OFFER	11
7.5 AUTHORITIES	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	13
7.7 IDENTIFIED USERS.....	13
7.8 CALL-UP INSTRUMENT	13
7.9 LIMITATION OF CALL-UPS	13
7.10 PRIORITY OF DOCUMENTS	13
7.11 CERTIFICATIONS.....	13
7.13 APPLICABLE LAWS.....	13
B. RESULTING CONTRACT CLAUSES	14
7.1 STATEMENT OF WORK.....	14
7.2 GENERAL CONDITIONS.....	14
7.3 TERM OF CONTRACT	14

7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	14
7.5	PAYMENT	14
7.6	INSURANCE	15
ANNEX "A" STATEMENT OF WORK.....		16
APPENDIX 1 TO ANNEX "A"		22
APPENDIX 2 TO ANNEX "A"		24
ANNEX "B" BASIS OF PAYMENT TABLE		29
ANNEX "C" BID EVALUATION		30
ANNEX "D" ATTACHMENT 1 TO PART 3		33
ANNEX "E" ATTACHMENT 2 TO PART 3		35
ANNEX "F" ATTACHMENT 1 TO PART 7 PWGSC-TPSGC 942		36

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: includes the certifications 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 Attachments include the Certifications, the Pricing Schedule and the Mandatory Criteria.

The Annexes include the Annex A -Statement of Work, Annex B – Bid Evaluation, Annex C - Basis of Payment table.

1.2 Summary

- 1.2.1 This Request for Standing Offer (RFSO) is for a qualified service provider with the facilities, capacity, resources, instructor and personnel to support the Rope Access Training & Certification Course and the Customized Working Aloft Course. These services are to be provided on an if and when requested basis.

The Identified user is the Department of National Defence (DND).

The period of the Standing Offer is from date of the Standing Offer issuance for a period of three firm years with two (2) one year option periods.

The delivery points will be either at a facility at Garrison Petawawa, Ontario or the Offeror's facility. Depending on which of the two courses are required.

- 1.2.2 The requirement is subject to NAFTA / AIT.

1.2.3 The Request for Standing Offers (RFSO) is to establish National Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

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>) 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, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20, Further Information is deleted in its entirety.

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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

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 Canadian Forces Site Regulations

SACC Manual Clause [A9062C](#) (2011-05-16) – Canadian Forces Site Regulations

2.5. Kick-off Meeting on site at DND facility

A kick-off meeting will be held at CFB Petawawa prior to the delivery of services for the Customized Working Aloft course. The purpose of the kick off meeting will be to review the contract requirements, tour the DND provided facilities, review the equipment list and finalize the proposed training schedule.

2.6 Site Visit at DND Facility - Optional

If required, an optional site visit must be requested through the Standing Offer Authority no later than 25 calendar days before the RFSO closing date. Request received after that time may be denied. A Visitor Clearance Request (VCR) will be submitted on behalf of the bidder by the DND Technical Authority or his representative.

2.7 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 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

2.8 Applicable Laws

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

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 (one hard copy),

Section III: Certifications and Additional Information (2 hard copy).

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

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

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

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

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

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" Part 7B para 7.5.1 Basis of Payment and the Pricing Schedule Attachment 1 to Part 3, Annex "D". The total amount of Applicable Taxes must be shown separately.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Annex "D" Attachment 1 to Part 3.

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Annex "D" Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B.** Bidders must submit their bid FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7B of the bid solicitation.

3.2 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Attachment 2 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Attachment 2 to Part 3 - 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.

3.3 Exchange Rate Fluctuation

[C3011T](#) ([2013-11-06](#)_, Exchange Rate Fluctuation.

Section III: Certifications and Additional Information

In Section III of their offer, Offerors should provide the certifications 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; and
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders must meet the mandatory requirements as noted in ANNEX C to be considered responsive.

4.1.2 Financial Evaluation

- 4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3, Annex "D".

4.2 Basis of Selection

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 Standing Offer Agreement.

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 Precedent to the Issuance of a Standing Offer and Additional Information

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.

5.1.1 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.

5.1.2 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.

PART 6 – SECURITY

There are no security requirements.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period of the Standing Offer Agreement contract will be 3 years from the date of Standing Offer award.

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 two (2) additional one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Request for Standing Offers (RFSO) is to establish National Individual Standing Offer for the requirement detailed in the RFSO, to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within

Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: _____

Title: _____

Public Works and Government Services Canada
Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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 Project Authority

The Project 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.

7.5.4 Offeror's Representative

Name: _____

Title: _____

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: Department of National Defence (DND).

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **the limit of the Standing Offer** (Applicable Taxes included).

7.10 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 (2014-09-25), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2016-04-04), General Conditions - Medium Complexity - Services ;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirement;
- h) the Offeror's offer dated _____ (*insert date of offer*).

7.11 Certifications

7.12.1 Compliance

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

7.13 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 _____ (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

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 General Conditions

SACC Manual clause 2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

7.3 Term of Contract

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

7.3.1 Period of the Contract

The Work 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

The Basis of payment for Items 1-4 of Annex B is as described below:

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 Annex B, 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.

The Basis of payment for Item 5 of Annex B is as described below:

The Contractor will be paid all-inclusive fixed time rate for hours reasonably and properly incurred in the performance of the Work. Customs duties are included and Applicable Taxes are extra.

7.5.1.1 SACC Manual Clause [H1000C](#) (2008-05-12) - Single Payment; and

7.5.1.2 SACC Manual Clause [C2000C](#) (2007-11-30) – Taxes – Foreign-based Contractor.

7.5.2 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);
- b. Cheque (Internal and Domestic);and
- c. Wire Transfer (International Only).

7.5.3 Invoicing Instructions

Invoices must be distributed as follows:

- a. The original must be forwarded to the following address for certification and payment.
Department of National Defense Headquarters
101 Colonel By Drive,
DGLEPM / DLP 6,
Ottawa ON, CANADA
K1A 0K2.

OR
- b. Email to: joyce.harper@forces.gc.ca

7.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement.

ANNEX "A" STATEMENT OF WORK

Rope Access Training & Certification and Customized Working Aloft Course

1. SCOPE

1.1. Purpose

Department of National Defence (DND) has a requirement for training and certification in the field of Rope Access and Customized Working Aloft courses. The purpose of this Statement of Work is to define the scope and requirement that apply to the delivery of Rope Access Training & Certification and Customized Working Aloft course to the DND.

1.2. Background

DND has an operational requirement to train personnel to work at height on all types of structures and terrain, in all types of weather, by day or night, and to have the ability to rescue a casualty if required. Canadian Armed Forces (CAF) members must possess the knowledge and skills to safely work aloft during operations and training and to supervise those with lesser degrees of certification when required.

1.3. Applicable References

Canada Labour Code/Canada Occupational Health and Safety Regulations
<http://laws.justice.gc.ca/eng/regulations/SOR-86-304/FullText.htm>

- i. PART XII, para 12.10 - Fall Protection Systems;
- ii. PART II, Division II, para 2.18 - Towers, Antennas and Antenna-Supporting Structures;

1.4. Canadian Standards Association (CSA) Standards

- i. CSA Z259.1-05 (R2015) - Body Belts and Saddles for Work Positioning and Travel Restraint;
- ii. CSA Z259.2.4-12 - Fall arresters and vertical rigid rails;
- iii. CSA Z259.11-05 (R2015) - Energy Absorbers and Lanyards

2. OBJECTIVE

- 2.1. The objective is to secure the services of a Certified Offeror with a minimum of 2 years of instruction experience, capable of providing the following two (2) services. These services must be provided on an "as and when requested" basis to a max of four (4) times per year for the duration of the contract
- 2.1.1. **Rope Access Training and Certification:** in accordance with the Society of Professional Rope Access Technicians (SPRAT), provide instruction and certification of the various levels. This course is to be delivered at the Offeror's facilities;
- 2.1.2. **Customized Working Aloft Course:** comprised of SPRAT Level 1 training and certification; and Working Aloft training that must be structured to meet the training objectives outlined in Appendix 1. This course is to be delivered at Canadian Forces Base (CFB) Petawawa.

3. REQUIREMENTS

3.1. Rope Access Training and Certification Max 4 Per year

- 3.1.1. The Offeror must provide all training and certification in compliance with the Society of Professional Rope Access Technicians (SPRAT) Lv I, II and III.
- 3.1.2. The Offeror must provide various levels of SPRAT training and that meet the following requirements:
- a) Each course must start no later than 30 calendar days after call up of contract;
 - b) All courses must be held at the Offeror's facility;
 - c) Each course must support up to six (6) students;
 - d) All courses should be no less than five (5) days, 40 hours and no more than 10 days, 80 hours in duration; and
 - e) All courses must conform to SPRAT standards.

3.1.3. Offeror's Facilities

For each Rope Access Training and Certification course, the Offeror must provide the following facilities:

- a) A site corresponding with the requirement to conduct training in the associated level of SPRAT and attain certification.
- b) The Offeror must provide facilities that meet the legal requirements outlined in the Canadian Labour Code references identified in Section 1.3
- c) Washrooms
- d) Potable water

3.1.4. Offeror provided Equipment

For each Rope Access Training and Certification course, the Offeror must provide the following equipment:

- a) Personal Protective Equipment(PPE)for each student (less safety boots) required for the training;
- b) Any additional equipment required.
- c) The Offeror must ensure that all provided equipment has been certified in accordance with the CSA standards outlined in Section 1.4 and been deemed safe prior to the commencement of each course.

3.1.5. Instructors Qualification

For each Rope Access Training and Certification course, the Offeror must provide, as a minimum, two (2) qualified instructors and must maintain a minimum of a 3:1 ratio of students to instructor when working aloft.

A qualified instructor is described as:

- a) An instructor possessing Level III SPRAT certification; or
- b) An instructor possessing Level II SPRAT certification, who is being supervised by someone with Level III SPRAT certification).
- c) Must have a minimum of two (2) years as an instructor.

3.2. **Customized Working Aloft Course Max 4 per year**

3.2.1. The course must meet (the requirements description in App 1).

3.2.2. The course must be capable of being delivered using the designated infrastructure at CFB Petawawa , Visit Clarence Request well be required before each Crs.

3.2.3. For any call-up(s) exercised by DND, the Offeror will be provided two (2) training periods of availability, no less than thirty (30) days prior to the start date of the earliest training period proposed. The Contract must be capable of delivering the requested course in one (1) of the two (2) proposed training periods.

3.2.4. The Offeror must be capable of delivering the course between the hours of 8:00 and 16:00. In the event of inclement weather interrupting or preventing the delivery of a course, the Offeror must be capable of providing training up to 20:00, and as many as one (1) day beyond the training period.

3.2.5. The Offeror must develop and deliver a Customized Working Aloft course that meets the following requirements:

- a) Each Crs must start no later than 30 calendar days after call up of contract;
- b) The course must provide SPRAT Level 1 certification to each successful student and must also provide additional working aloft training structured to meet the training objectives outlined in Appendix 1;

- c) All topics of training must be delivered as one training package which provides SPRAT Level 1 certification along with the additional training specified;
- d) The course must be capable of supporting up to 20 students per course with a ratio of 4:1 student/ instructor.
- e) The course must be no less than nine (9) days 72 hours and no more than 10 days 80 hours in duration;
- f) The course must consist of approximately one-fifth theoretical instruction and four-fifths practice; and
- g) The course must cover all topics of instruction with both classroom instruction and hands-on demonstration within the training site or simulated environment;

3.2.6. DND Facilities

The following will be provided at CFB Petawawa for each course:

- a) A classroom able to accommodate up to twenty (20) students; and
- b) Training sites for hands-on demonstration and practical training, which includes a practice structure for working at height which includes the following (at a minimum):
 - i. Self-Support Communications Tower;
 - ii. Aircraft Hangar Floor with steel roof girders suited for rope access training; and
 - iii. A building rooftop.

Additional photos outlining the provided facilities at CFB Petawawa are located in Appendix 2.

3.2.7. DND provided PPE and Equipment

For each course, the DND will provide the following:

- a) All PPE and equipment required for the training;
- b) The Offeror must verify that all provided equipment has been certified in accordance with the CSA standards outlined in Section 1.4, and been deemed safe prior to the commencement of each course.

3.2.8. Instructors

For each course, the Offeror must provide, as a minimum, two (2) qualified instructors and must maintain a minimum of a 4:1 ratio of students to instructor when working aloft.

A qualified instructor is described as:

- a) An instructor possessing Level III SPRAT certification; or

- b) An instructor possessing Level II SPRAT certification, who is being supervised by someone with Level III SPRAT certification,
- c) Must have a minimum of two (2) year's experience as an instructor.

4. DELIVERABLES

4.1. Rope Access Training and Certification

- 4.1.1. The Offeror must provide one (1) Course Manual which includes all procedures taught, per student for use during each course. On completion of the course, the course manual will become the property of the student.
- 4.1.2. The Offeror must provide one (1) Log Book per student, capable of being used to log their working aloft experience, and to track their progression towards qualifying for the next level of certification.
- 4.1.3. Upon successful completion of the course, the Offeror must provide a certificate of completion and certification of the appropriate Level per student .

4.2. Customized Working Aloft Course

- 4.2.1. The Offeror must provide one (1) Course Manual which includes all procedures taught, per student for use during each course and to take with them upon completion of the course;
- 4.2.2. The Offeror must provide one (1) Log Book per student, capable of being used to log their working aloft experience, and to track their progression towards qualifying for the next level of certification; and
- 4.2.3. Upon successful completion of the course, the Offeror must provide a certificate of completion and SPRAT Level 1 certification per student;
- 4.2.4. Following the delivery of each course, the Offeror must provide a written final report (PDF) which outlines the following :
 - a) Details on what was successful regarding the provided course; and
 - b) Recommendations on how the course could be improved; if required.
 - c) The report is to be submitted to the TA within 14 days of course completion.

5. LANGUAGE

- 5.1. All training must be presented in English.

6. LOCATION

- 6.1. To minimize departmental travel costs, the Offeror's facility must be located no more than five-hundred (500) kilometres from the following address:

8355 Franktown Road RR1
Richmond, ON
K8H 2X3

6.2. The Rope Access Training and Certification will be conducted at the Offeror's facility.

6.3. The Customized Working Aloft Course will be conducted at the following address:

CFB Petawawa
175 River Road
Petawawa, ON
K8H 2X3

7. TRAVEL

7.1 The Offeror is responsible for all their own costs such as transportation, meals and accommodations when providing training at CFB Petawawa

APPENDIX 1 to ANNEX "A"

TOPICS OF INSTRUCTION AND DELIVERY FOR THE CUSTOMIZED WORKING ALOFT COURSE

1. The course must, at a minimum, provide instruction on the following content:
 - a. Theory of fall protection
 - b. Safety procedures and regulations
 - c. Basic Knots and Rigging Procedures
 - d. Proper use of climbing equipment and safety gear
 - e. Equipment Inspection
 - f. Maintenance Logs
 - g. Fall protection
 - h. Hazard Elimination
 - i. Fall Prevention
 - j. Fall Arrest
 - k. Workplace Inspection on various platforms
 - l. Energy source procedures
 - m. Identification of Energy Sources
 - n. Lockout procedures
 - o. Isolation procedures
 - p. Climbing techniques and work positioning practice (Working Aloft)
 - q. Ladder Use
 - r. Tower Climbing
 - s. Building Rooftop
 - t. Lateral Traverse
 - u. Zip-Line use to Lift and Lower Equipment
 - v. Vertical Lifting and Lowering of Equipment
 - w. Anchoring Systems
 - x. Casualty Rescue (theory and practice)
 - y. Self-rescue

- z. Single man rescue (pick-off)
- aa. Team Rescue (lowering)
- bb. Final Test (Pass / Fail)
- cc. Written (cover all topic)
- dd. Practical (Knots and Rescue Procedures)

APPENDIX 2 to ANNEX "A"

PHOTOGRAPHS OF DND PROVIDED FACILITIES AT CFB PETAWAWA



Primary Training Hall for Customized Working Aloft Course



Rooftop with Anchors for Customized Training (Site One)



Rooftop with Anchors for Customized Training



Self Support Communications Tower (Site Two)



Self Support Communications Tower



Alternate (2nd) Training Building for Customized Working Aloft Course



Alternate (2nd) Training Building for Customized Working Aloft Course



Alternate (2nd) Training Building for Customized Working Aloft Course



Primary Training Hall for Customized Working Aloft Course

ANNEX "B" BASIS OF PAYMENT TABLE

W6399-17JA50/001/FD - BASIS OF PAYMENT TABLE										
Item	Course	Rope Access Training and Certification (Offsite - Contractors Facility).	YR 1	YR 2	Yr 3	OY1	OY2	Total	ApplicableTax	Total with Applicable Taxes
1	Level I	Two (2) instructors for max 6 students (firm unit price)	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award
2	Level II	Two (2) instructors for max 6 students (firm unit price)	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award
3	Level III	Two (2) instructors for max 6 students (firm unit price)	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award
4	Course	Customized Working Aloft (CWA) for eight (8) students (Onsite -CFB Petawawa, Ontario - Firm unit price)	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award
5	Instructor	CWA - Each additional instructor (fixed hourly rate)	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award	Completed at SO award

ANNEX "C" BID EVALUATION

GENERAL

Purpose

This document outlines the bid evaluation process for Rope Access training and Working Aloft Training.

Instructions

Bidders will be assessed accordance with the following instructions and criteria as detailed within this document. The following instructions must apply to the bidder evaluation:

- (a) Mandatory requirements are identified by the word "must". All mandatory requirements must be met in order to meet compliance with the requirements;
- (b) Bid submissions must address all criteria identified in Annex "C" with complete supporting detail. Insufficient information to substantiate compliance or a nil response may result in the rejection of a response and may result in the bid submission rated as non-compliant. Bid submissions must provide sufficient documentation (e.g., brochures, pamphlets, drawings...etc.) with full explanation and background certification, if applicable, in order to show that every aspect of the proposed solution is compliant;
- (c) Bid submissions must provide responses in a type written narrative form. Handwritten submissions will not be considered. Bid submissions must be either hard copy or in electronic format (PDF or Word). Three copies of a completed bid evaluation and supporting documentation must be provided; and
- (d) All written submissions are to be on company letterhead.

EVALUATION

Standing Offer award must be based on the lowest cost compliant bid submission. The evaluation will be conducted on the supplied information only. All mandatory criteria must be met or the bid submission will be deemed non-compliant. Failure to provide sufficient detail in the bid submission to evaluate the proposal against the mandatory criteria will also deem the bid non-compliant.

Bid Matrix

The bidder must provide the following with the bid:

Item #	Requirement	Proof of Compliance	Compliant (Y/N)	Bid Reference
1 Annex A, Para(s) 3.1 & 3.2	<p><u>Availability/Training Courses</u></p> <p>The Bidder must be able to provide up to four (4) courses of Rope Access training and certification (SPRAT) per year. As described in para 3.1</p> <p>The Bidder must be able to provide a Customized Working Aloft training course up to four (4) annually on an "as and when requested" basis within one (1) calendar year.</p>	<p>The bidder must provide customer references with the bid to demonstrate that they meet this requirement</p> <p>Bidder must provide a copy of their current government issued business license.</p>		
2 Annex A, para 3.1.3 (a)	<p><u>Facilities</u></p> <p>The Bidder must have access to facility(s) that meet the legal requirements of para 3.1.3</p>	<p>The Bidder must provide photos of training facility indicating aspect of safety and SPRAT certification of the facility(s) required to conduct classroom and hands on training in accordance with the SOW.</p> <p>The Bidder must provide a written statement indicating the type of access the Bidder has for the facility. Eg ownership, rental agreement...etc.</p> <p>The Bidder must describe how the facilities meet para 3.1.3</p>		
4 Annex A, para 3.1.4(c)	<p><u>Equipment Safety and Certification</u></p> <p>The Bidder must ensure that all provided equipment (PPE) has been certified in accordance with the CSA standards outlined in Annex A, prior to the commencement of each course.</p>	<p>The Bidder must provide with its bid, documentation that confirms all equipment provided to DND personnel during any course is CSA certified.</p>		

<p>5 Annex A, para 3.1.5</p>	<p><u>Instructor Qualification</u> The Bidder must demonstrate that he has at least 2 qualified instructors IAW para 3.1.5 as employees / contractors.</p>	<p>The Bidder must provide the Resume/CV of each qualified instructor Each Resume/CV must include: Level II & III certifications</p>		
<p>6 Annex A, para 2.1</p>	<p><u>Offeror's Experience</u> The Bidder must have a minimum of two (2) years' experience providing similar training requirements commercially.</p>	<p>The Bidder must demonstrate that they have provided similar training requirements for a minimum of two (2) years</p>		
<p>7 Annex A, 3.2.4</p>	<p><u>Hours of availability during a course</u> The Bidder must be capable of delivering the customized working aloft training course between the hours of 8:00 and 16:00. In the event of inclement weather interrupting or preventing the delivery of a course, the Bidder must be capable of providing training up to 20:00 and as many as one (1) day beyond the training period.</p>	<p>The Bidder must provide a written statement that they are capable of meeting the required hours of availability for the customized working aloft training course.</p>		

ANNEX "D" ATTACHMENT 1 TO PART 3

PRICING SCHEDULE

The Bidder must complete the pricing schedule(s) and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule(s) by including in its financial bid its quoted all-inclusive firm price (in Can \$) for each course category for each period identified and all-inclusive fixed hourly rate (in Can \$) for the additional instructor category.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data

W6399-17JA50/001/SF PRICING SCHEDULE									
Course	Rope Access Training and Certification (Offsite - Contractors Facility).	YR 1	YR 2	Yr 3	OY1	OY2	Total	Applicable Tax	Total with Applicable Taxes
Level I	Two (2) instructors for max 6 students	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount
Level II	Two (2) instructors for max 6 students	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount
Level III	Two (2) instructors for max 6 students	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount
Course	Customized Working Aloft (CWA) for eight (8) students (Onsite -CFB Petawawa, Ontario).	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount
Instructor	CWA - Each additional instructor (estimated 100 hrs of usage)	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount	\$Bidder to insert amount
	NOTE: Estimate of 100 hours are for evaluation purposes only and not a guarantee of any work.								
Total Evaluated Price, Inclusive of All Course ,Additional Instructors and Periods (Applicable Taxes Excluded)							\$Bidder to insert amount		
Applicable Taxes							\$Bidder to insert amount		
Total							\$Bidder to insert amount		

ANNEX "E" ATTACHMENT 2 to PART 3

ELECTRONIC PAYMENT INSTRUMENTS

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

- Direct Deposit (Domestic);
- Cheque (International only); and
- Wire Transfer (International Only).

ANNEX "F" ATTACHMENT 1 to PART 7 PWGSC-TPSGC 942

Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		Call-up Against a Standing Offer Commande subséquente à une offre à commandes				
Ship to - Expédier à Supplier - Fournisseur		<p>To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.</p> <p>Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.</p> <p>Security: The call-up includes security provisions. Sécurité : La demande comprend des exigences en matière de sécurité.</p> <p style="text-align: center;"> NO YES If YES, attach a SRCL to the call-up NON OUI Si OUI, joindre une LVERS à la demande </p>				
Invoices must be sent in accordance with - Les factures doivent être envoyées selon :						
The detailed instructions in the standing offer Les instructions détaillées dans l'offre à commandes		The address shown in the "Ship to" block L'adresse indiquée dans la case « Expédier à »	Special instructions below Les instructions particulières ci-dessous			
Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers. Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.		Financial Code(s) - Code financier(s)				
Standing Offer No. - N° de l'offre à commandes	Requisition No. - N° de demande Order. Off. - Bur. dem. YY - AA Serial No. - N° de série		Client Reference No. (optional) N° de référence du client (facultatif)			
The representative of the identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement. Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.						
Amendment No. N° de modification	Previous Value (\$) Valeur précédente (\$)	Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)	Total estimated expenditures or revised Total des dépenses estimatives ou révisées			
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article		U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)
Special Instructions - Instructions particulières						
					Total	
For further information, call - Pour renseignements supplémentaires, contactez				Delivery required by - Livraison requise le		
Name - Nom		Telephone No. - N° de téléphone		(YYYY-MM-DD)	(AAAA-MM-JJ)	
For internal purposes only - Pour usage interne seulement				Approved for the Minister - Approuvé pour le Ministre		
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.						
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)		Signature (Mandatory - Obligatoire)		

