



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## REQUEST FOR STANDING OFFER

(REGIONAL INDIVIDUAL STANDING  
OFFER – RISO)

## DEMANDE D'OFFRE À COMMANDES

(OFFRE À COMMANDES INDIVIDUELLE  
ET RÉGIONALE - OCIR)

### 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

#### 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).

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

At – à : 02 :00 PM

On - le : 28 March 2017

Title/Titre Canines	Solicitation No – N° de l'invitation W6399-17-JE03/A
Date of Solicitation – Date de l'invitation 16 February 2017	
Address Enquiries to – Adresser toutes questions à  Caroline Porter Director Land Procurement 6-2-5 101 Colonel By Drive Ottawa, Ontario K1A 0K2 <a href="mailto:Caroline.Porter@forces.gc.ca">Caroline.Porter@forces.gc.ca</a>	
Telephone No. – N° de téléphone 613-945-2790	FAX No – N° de fax
Destination  See Herein	

#### 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.**

Delivery required - Livraison exigée N/A	Delivery offered - Livraison proposée N/A
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 _____

Canada

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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: 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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### 1.2 Summary

This Request for Standing Offer (RFSO) is for the provision of Canines, as detailed in Annex A, attached to and forming part of this RFSO.

The Identified User is the Department of National Defence (DND), Director Land Procurement 6 staff.

Note that DND intends to issue a Request for Availability (RFA) for quantity four (4) canines to each of those Offerors who are awarded a Regional Individual Standing Offer (RISO), immediately upon RISO issuance. The trip for evaluation of canines is tentatively planned for 29 May to 9 June 2017; the exact date will be stated on the RFA.

The period of the Standing Offer is from the date of Standing Offer award until 31 May 2019, with three (3) additional, one (1) year option periods to extend the Standing Offer until 31 May 2022.

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

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The Request for Standing Offers (RFSO) is to establish Regional Individual Standing Offer (s) 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.

### 1.4 Key Terms

DND	Department of National Defence
RFA	Request for Availability
RFSO	Request for Standing Offer
RISO	Regional Individual Standing Offer
SOW	Statement of Work
TA	Technical Authority

## 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; and,
- 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.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (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.

## **2.4 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, Canada.

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 (4 hard copies)

Section II: Financial Offer (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.

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>). 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.

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## **Section I: Technical Offer**

In their technical offer, Offerors should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Offerors should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that Offerors should consider when preparing their technical offer.

## **Section II: Financial Offer**

- A. Offerors must submit their financial offer in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B. Offerors must submit two sets of rates (DAT Ottawa Airport and FCA Contractor's Facility) in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- C. When preparing their financial offer, Offerors should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

**SACC Clause Manual C3011T (2013-11-06), Exchange Rate Fluctuation**

## **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

1. The Offeror must complete the pricing schedule(s) and include it in its financial bid once completed. The price of the offer will be evaluated as follows:
  - a. Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.
2. Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.
3. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that Offerors provide prices FCA their plant or shipping point and Delivered at Terminal (DAT) Ottawa Airport. Offerors must specify the currency of the pricing where indicated on the pricing schedule. Offers will be assessed on a DAT Ottawa Airport basis:
  - a. Each year's price will be calculated based on the product of the estimated quantity of canines times the Offeror's proposed unit price for that year. The total evaluated price will be calculated based on the total of all years and options years.
  - b. A maximum of five (5) Regional Individual Standing Offers (RISOs) will be awarded to the five (5) compliant offers with the lowest total evaluated prices.
    - a. Note that DND intends to issue a Request for Availability (RFA) for quantity four (4) canines to each of those Offerors who are awarded a RISO, immediately upon RISO issuance. The trip for evaluation of canines is tentatively planned for 29 May to 9 June 2017; the exact date will be stated on the RFA.
  - c. The RISOs will then be ranked for each year based on the lowest to highest total price for that year.
4. For the purpose of the RFSO, offerors with an address in Canada are considered Canadian-based offerors, and offerors with an address outside of Canada are considered foreign-based offerors.



## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE (CONTINUED)

Pricing is quoted in \_\_\_\_\_ (specify currency of the quotation).

W6399-17JE03 - BASIS OF PAYMENT TABLE (Delivered at Terminal - Ottawa Airport)											
Item	Description	Unit Price Year 1 (RISO Award to 31 May 2018)	Unit Price Year 2 (1 June 2018 to 31 May 2019)	Unit Price Option Year 1 (1 June 2019 to 31 May 2020)	Unit Price Option Year 2 (1 June 2020 to 31 May 2021)	Unit Price Option Year 3 (1 June 2021 to 31 May 2022)					
1	Canine, Multi Purpose, Green, 10-36 months										
(Free Carrier - Contractor's Facility)											
Item	Description	Unit Price Year 1 (RISO Award to 31 May 2018)	Unit Price Year 2 (1 June 2018 to 31 May 2019)	Unit Price Option Year 1 (1 June 2019 to 31 May 2020)	Unit Price Option Year 2 (1 June 2020 to 31 May 2021)	Unit Price Option Year 3 (1 June 2021 to 31 May 2022)					
2	Canine, Multi Purpose, Green, 10-36 months										
Financial Evaluation Grid (using DAT Pricing Quoted at Item 1):											
(Delivered at Terminal - Ottawa Airport)											
Item	Description	Est Qty Yr 1	Total Price Year 1 (RISO Award to 31 May 2018)	Est Qty Yr 2	Total Price Year 2 (1 June 2018 to 31 May 2019)	Est Qty OY1	Total Price Option Year 1 (1 June 2019 to 31 May 2020)	Est Qty OY2	Total Price Option Year 2 (1 June 2020 to 31 May 2021)	Est Qty OY3	Total Price Option Year 3 (1 June 2021 to 31 May 2022)
1	Canine, Multi Purpose, Green, 10-36 months	4		2		2		2		2	
Total Evaluated Price (Applicable Taxes Excluded)											
Applicable Taxes											
Total											

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 requirements described in the bid solicitation will be consistent with this data.

## **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.

#### **4.1.1 Technical Evaluation**

Refer to Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

**4.1.2.1** For offer evaluation and Contractor selection purposes only, the evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

### **4.2 Basis of Selection**

1. To be declared compliant, an offer must:
  - a. Comply with all the requirements of the bid solicitation; and
  - b. Meet all mandatory criteria.
2. All proposals that are deemed compliant will be ranked lowest to highest Total Evaluated Price. Total Evaluated Price is determined in accordance with Attachment 1 to Part 3.
3. See para 7.7 Call-up Procedures for the award of specific contracts against the RISO.

## ATTACHMENT 1 TO PART 4, TECHNICAL AND FINANCIAL CRITERIA

### 1. Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

#	REQUIREMENT	PROOF OF COMPLIANCE	OFFER REF
1	<p><u>Proven Vendor of Canines</u> The Offeror must be an established vendor specialising in working or sporting breeds for use by military/police forces, and have sold a minimum of ten (10) Canines to an American, British, Canadian or Australian (ABCA) military Special Operations Force (SOF) in the last five (5) years.</p>	<p>The Offeror must provide contract numbers, award dates, bills of sale, breeds and quantities delivered that demonstrate that they have sold a minimum of ten (10) Canines to an ABCA military SOF in the last five (5) years.</p> <p>Should the applicable contract information not be releasable for reasons of security, the Offeror must provide sufficient customer contact information to allow Government to Government certification of the above.</p> <p>Note: Cumulative sales from multiple contracts is acceptable.</p>	
2	The Offeror must be located in the contiguous United States (i.e., lower 48 states and Washington, D.C.) or Canada.	The Offeror must provide details of their location and a full description of the facilities available for assessment of Canines.	
3	DND has a requirement for four (4) Canines (Multi-purpose Canine, Green, aged 10-36 months) within sixty (60) days of award of the Standing Offers (tentatively for evaluation within the period of 29 May to 9 June 2017).	<p>The Offeror must provide:</p> <p>(1) Written Confirmation that they will have at least four (4) Canine (Multi-purpose Canine, Green, aged 10-36 months) available for DND assessment as specified in Annex A.</p>	
4	Annex A, Section 3.1 - Selection Process.	The Offeror must provide Written Confirmation that they agree to the terms of the selection process.	
5	Annex A, Section 3.4 - Warranty/Exchanges	The Offeror must provide Written Confirmation that they agree to the terms of the Warranty Exchange process.	

## **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>), 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 website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare 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, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement associated with the requirement.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement 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>) issued by Public Works and Government Services Canada.

##### 7.3.1 General Conditions

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

#### 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 the date of the Standing Offer award to 31 May 2019.

##### 7.4.2 Option to Extend the Standing Offer

The Offeror grants to Canada the irrevocable option to extend the term of the Standing Offer by up to three (3) additional one (1) year periods under the same conditions. The Offeror agrees that, during the extended period of the Standing Offer, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise these options at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Standing Offer Authority, and will be evidenced for administrative purposes only, through a contract amendment.

##### 7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims

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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 standing offer.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Caroline Porter  
Department of National Defence  
Director Land Procurement 6-2-5  
MGen Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario, Canada K1A 0K2

Telephone: 613-945-2790

E-mail address: [Caroline.Porter@forces.gc.ca](mailto:Caroline.Porter@forces.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 identified in the Request for Availability form.

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

### **7.5.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **7.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Director Land Procurement (DLP) 6 staff.

## **7.7 Call-up Procedures**

The Offeror acknowledges that multiple Standing Offers have been issued for this requirement.

Call-ups will be issued on a "Right of First Refusal Basis": The DND Identified User will issue a Request for Availability (RFA - sample form found at Annex A, Appendix 1) to all Offerors to determine canine availability. Issuance of the Request for Availability to more than one Offeror is permitted under the method of allocation for this Standing Offer. However, Identified Users must issue the call-ups to Offeror(s) in the order of their ranking for the applicable year determined by the Financial Evaluation of the Standing Offer Bids.

Note: The Standing Offer number issued to any Offeror, in no way indicates the ranking of that Offeror.

The detailed process for RFA issuance and Offeror response is found at Annex A, Section 3.1 (a) and (b).

#### **7.7.1 Validation and Testing of Proposed Canines**

The testing process is detailed within Annex A Sections 3.1 to 3.3; testing will be conducted in accordance with Annex A, Appendix 2.

Should the first-ranked Offeror not have any acceptable canines or cannot satisfy the entire requirement as set out in the RFA process, the Technical Authority or his/her authorized representative will travel to the second-ranked Offeror(s) and so on and so forth until the requirement as outlined in the RFA has been satisfied.

#### **7.7.2 Issuance of a Call-up**

The Identified User will provide a Call-up Against a Standing Offer to Offerors whose canine(s) successfully pass the testing protocol outlined at Annex A, Appendix 2.

Form PWGSC 942 Call-Up Against a Standing Offer is found at Annex C.

#### **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 or an electronic version*.

#### **7.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 CAD (Applicable Taxes included).

#### **7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$100,000.00 CAD (Applicable Taxes excluded) 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 three (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.

#### **7.11 Priority of Documents**

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

- a) the 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 – modified definition of Minister (National Defence);

- 
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
  - e) Annex A, Statement of Work;
  - f) Annex B, Basis of Payment;
  - g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## **7.12 Certifications and Additional Information**

### **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 provide the items detailed in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010A (2016-04-04), General Conditions - Goods (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.

- b. Warranty is deleted in its entirety as replaced as follows:

#### **2010A 09 (2010-01-11) Warranty**

- 1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, at the Contractor's sole cost and expense within 12 months of notification of a defective or nonconforming Work (whether or not such Work is returned to the Contractor), any Work that becomes defective or fails to conform to the requirements of the Contract.



The warranty period for any Work or replacement Work will be for a period of 12 months following delivery and acceptance of the Work (whichever is last) or the length of the Contractor's standard warranty period, whichever is longer.

2. Canada must pay the transportation cost associated with returning the Work to the Contractor for replacement. The Contractor must pay the transportation cost associated with forwarding the replacement for the Work to the delivery point specified in the Contract or to another location as directed by Canada.

3. Should the Contractor not provide Canada with replacement Work which conforms to the requirements of the Contract within 12 months of notification of a defective or nonconforming Work (whether or not such Work is returned to the Contractor), the Contractor acknowledges, agrees and grants to Canada the option, at Canada's discretion, to cancel any replacement for the Work at no cost and to receive a full refund or credit of all amounts paid for the defective or nonconforming Work.

4. Canada shall direct whether the Contractor will provide a refund or credit at the time of cancellation. Refunds shall become due and payable on the 30th day after notice from Canada of its election to receive a refund; credits shall be applied to the next invoice submitted to Canada. Should the Contractor fail to provide the refund or credit as required, Canada may, without requirement of further notice, deduct all such amounts from amounts otherwise payable to the Contractor.

c. Right of Set-off is deleted in its entirety as replaced as follows:

#### **2010A 25 (2008-05-12) Right of Set-off**

Without restricting any right of set-off given by law or otherwise available under the Contract, Canada may set-off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set-off, may be retained by Canada.

All other provisions of General Conditions – Goods (Medium Complexity) 2010A remain in full force and effect.

### **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 Payment**

#### **7.4.1 Basis of Payment (for canines requested to be shipped)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified at Annex B. Transportation costs are included, customs duties are not applicable (DAT shipping) and Goods and Services Tax or Harmonized Sales Tax are not applicable.

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 Standing Offer Authority before their incorporation into the Work.

#### **7.4.2 Basis of Payment (for canines to be picked up by DND)**

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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified at Annex B. Customs duties are not applicable (FCA Shipping) and Goods and Services Tax or Harmonized Sales Tax are not applicable.

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 Standing Offer Authority before their incorporation into the Work.

#### **7.4.3 Multiple Payments**

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

#### **7.4.4 SACC Manual Clauses**

C2605C (2008-05-12) Canadian Customs Duties and Sales Tax - Foreign-based Contractor

C2608C (2015-02-25) Canadian Customs Documentation

C2000C (2007-11-30) Taxes – Foreign-based Contractor

#### **7.4.5 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);
- b. Electronic Data Interchange (EDI); or
- c. Wire Transfer (International Only)

#### **7.5 Invoicing Instructions**

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

2. Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment.

National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario, Canada K1A 0K2  
Attn: DLP 6-2-5 / C. Porter  
(Tel) 613-945-2790

#### **7.6 Insurance**

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

#### **7.7 Defence Contract**

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

#### **7.8 Shipping Instructions**

##### **7.8.1 Shipping Instructions (for canines requested to be shipped)**

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Goods must be consigned and delivered to the destination specified in the contract:

DAT (Delivered at Terminal) as per Incoterms 2000 to:

Ottawa MacDonald-Cartier International Airport (YOW)  
1000 Airport Parkway Private  
Ottawa, Ontario, Canada  
K1V 9B4

**NOTE:** when weather conditions do not permit safe passage of the cargo to the above address and both vendor representative and the DND Technical Authority agree to delivery to the Toronto airport, the following address may be used in the call-up or in an amended call-up:

Toronto Pearson Airport (YYZ)  
6301 Silver Dart Drive  
Mississauga, Ontario, Canada  
L5P 1B2

#### **7.8.2 Shipping Instructions (for canines to be picked up by DND)**

1. Shipment shall be consigned to the destination specified in the call-up and delivered:

FCA Free Carrier (Contractor's Facility) as per Incoterms 2000 for shipments from a commercial supplier.

2. Canada will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance and customs duties.

#### **7.9 Warranty and Exchanges**

Subject to Canada's rights of credit or refund under the Contract, Canines deviating from the warranty provisions will be returned on a one-for-one exchange basis as outlined in Section 3.4 of the SOW at Annex A.

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## ANNEX "A"

### STATEMENT OF WORK

#### STATEMENT OF WORK FOR THE STANDING OFFER FOR CANINES

##### 1.0 SCOPE

###### 1.1. Purpose

The purpose of this statement of work is to define the scope and requirements that apply to the Standing Offer for the provision of Canines to the Department of National Defence (DND).

###### 1.2. Background

DND has a requirement for Canines that demonstrate the characteristics and capabilities to successfully complete a demanding training program followed by working in a challenging operational environment. The nature of the operations and the training undertaken by DND makes it essential that the Canines possess unique skills and are able to perform a variety of specifically assigned functions under the direct control of the handler.

##### 2.0 DELIVERABLES

The Offeror must provide the following:

- (a) Canines in accordance with the selection process at Section 3.1 including the following documentation with each Canine:
  - i. Scorebooks and/or pedigree certification if applicable to the Canine; and
  - ii. Medical certification including the following:
    - a. Vaccination certificates;
    - b. Vaccinations required for travel;
    - c. Original x-rays of all limbs and joints; and
    - d. Verification from a certified veterinarian that a health examination was conducted within three (3) months at time of offering as follows:
      - 1. Examination of gait, skin/coat, teeth/jaws, heart/lungs and limbs/joints; and
      - 2. No deviations from normal were detected;
- (b) Warranty and exchange of Canines in accordance with Section 3.4.

###### 2.1. Standing Offer Kick-Off Meeting

The Offeror must hold a kickoff meeting at its facility or by teleconference, as arranged with the Standing Offer Authority, within seven (7) business days of Standing Offer Award. This meeting will be used to secure a common understanding of the requirements of the Standing Offer and to discuss selection procedures and delivery processes. DND will be responsible for all travel and associated costs for DND personnel attending the meeting if held at the Offeror's facility.

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### 3.0 REQUIREMENTS

#### 3.1. Selection Process

The following process will be followed for selection and purchase of Canines:

- (a) On an as-and-when-required basis, the DND Identified User will inform the Offerors six (6) weeks (minimum) prior to the Start Date of the inspection trip of the requirement for Canines by sending out the Request for Availability (RFA) (0) including the following:
  - i. Type: Single purpose – Canine shows potential in accordance with testing criteria for passive detection;
  - ii. Type: Multipurpose – Canine shows potential in accordance with testing criteria to perform patrol/apprehension, tracking and passive detection;
  - iii. Quantity by type; and
  - iv. Start and End Dates of the inspection trip to be made by the Technical Authority;
- (b) Each Offeror must make available, for DND assessment, Canines with the characteristics specified below suitable for training as single-purpose or multi-purpose by providing a response to the RFA by the date identified within the RFA document. This date will normally be at least two (2) weeks prior to the Start Date of the inspection trip. By submitting and signing a response to a RFA, the Offeror acknowledges and warrants that all the information provided in their response to the RFA, particularly any information pertaining to the health and the workability of Canines to be true and accurate. Furthermore, the Offeror also certifies that the Canines offered for assessment will be available for purchase following the completion of on-site evaluation by DND. Timely receipt and correct direction of responses are the sole responsibility of the Offeror. Offerors that do not have any Canines available during the inspection period must provide a nil response to the RFA;
- (c) Based upon the responses received from the Offerors, DND will arrange to conduct inspections starting at the Offeror with the lowest price and proceeding up the list until the requirement is satisfied;
- (d) DND will conduct, at the Offeror's facility, a subjective, age-appropriate appraisal of each Canine offered as follows:
  - i. The Offeror must provide a test area to facilitate assessment of the following:
    - a. Open area searching;
    - b. Tracking;
    - c. Closed and open stairwell mobility;
    - d. Slippery and shiny floors; and
    - e. Dark and brightly lit buildings;
  - ii. Each Canine will be assessed for suitability and potential for employment with DND; and
  - iii. Drive and character assessment in accordance with the Canine attributes at 0;
- (e) Based upon the above assessments, the DND Technical Authority will determine if the Canine is suitable for service with DND and will inform the DND Identified User. Canines that are assessed as unsuitable will be given no further consideration;
- (f) The DND Identified User will provide the Offeror with a call-up for the selected Canine(s) using form PSPC (PWGSC) 942 Call-Up Against a Standing Offer. The Offeror must not deliver any Canines to DND without a signed call-up;

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- (g) Upon receipt of the signed call-up, the Offeror must, in accordance with the terms specified in the call-up, either:
- i. Provide the Canine(s) selected to the DND Technical Authority at the Offeror's facility for onward transportation to the DND delivery location; OR
  - ii. Deliver the Canine(s) selected to the Ottawa International Airport (Ottawa, Ontario, Canada) for receipt by the DND Technical Authority and transport to the DND delivery location; OR
  - iii. When conditions do not permit safe/easy passage of the cargo to the Ottawa International Airport, and the Offeror representative and the DND Technical Authority agree, delivery may be made to the Toronto Pearson International Airport (Mississauga, Ontario, Canada) for receipt by the DND Technical Authority and transport to the DND delivery location;
- (h) Following receipt, DND will conduct the following assessments over a twenty (20) working day period:
- i. Full health exam by a certified veterinarian;
  - ii. Additional age-appropriate appraisals of the Canines suitability for employment with DND to include those tests that were not possible at the Offeror's facility as well as further operational-based testing of the Canines; and
  - iii. Testing and expected results will be based upon the age and maturity of the individual Canine.

### 3.2. Canine Characteristics

The Canines offered must have the following characteristics:

- (i) Breed - The Canine must be a mix or pure-bred within the three (3) breeds listed below. DND may consider a mix of one (1) of the breeds below with another recognized working or sporting breed if it displays exceptional characteristics and suitability for employment with DND:
- i. Belgian Malinois;
  - ii. German Shepherd; and
  - iii. Dutch Shepherd;
- (j) Age - The Canine must have a documented (birth record) age between 10 and 36 months at the time of selection; and
- (k) Weight - The Canine must have a weight at full maturity of 45 to 80 pounds.

### 3.3. Canine Attributes

The Canine must:

- (l) Demonstrate the following attributes:
- i. Temperament - Sound temperament and a bold and confident attitude with no signs of either shyness or over-aggression;
  - ii. Socialization - Allow it to be approached and work around groups of people (without showing signs of shyness or aggression), including permitting persons to pick it up, handle and carry it;
  - iii. Environmental Stability - Show no fear and not be distracted by unsure footing, tight and/or dark enclosed spaces, moving vehicles and loud noises including gunfire;
  - iv. Character traits including:
    - a. A very high level of hunt, prey and retrieve drive;

- 
- b. A very high level of independent air scenting and searching behavior;
  - c. The ability or trainability for nose-down ground searching and tracking;
  - d. A high activity level balanced with trainability and desirability to learn;
  - e. A preference for hunting, chasing and playing with objects over food, water or handler attention;
  - f. A frantic drive to retrieve and possess objects, including very intense alertness, speed, hunt, perseverance and grab during article search;
  - g. Appropriate balance between prey and defense drive and the implicit ability for fight drive;
  - h. The ability to pursue, launch and grip a decoy in a bite suit about the upper inside arm;
  - i. Age-appropriate, balanced drive during civil posted stalking tests; and
  - j. The ability to swim or the ability to be trained to swim;
- (m) Not demonstrate the following:
- i. Water phobia;
  - ii. Stress during age-appropriate bite work;
  - iii. Propensity to re-direct aggression towards the handler during commands or liftoffs; and
  - iv. Excessive whining or noise.

#### 3.4. Warranty/Exchanges

The Offeror must provide a health and workability warranty on each Canine for a period of one (1) year from date of acceptance and first delivery to DND, or the length of the Offeror's standard warranty period, whichever is longer. The process for the replacement of returned Canines will be in accordance with the selection process for the initial provision of Canines as detailed in Section 3.1.

**APPENDIX 1 TO ANNEX "A"  
REQUEST FOR AVAILABILITY**

**REQUEST FOR AVAILABILITY (RFA)**

For: Call-Up against a Standing Offer  
Required by: Department of National Defence (Government of Canada)

This RFA is being used to require a Supplier to submit a list of Canine(s) to be provided prior to the issuance of a Call-up. This RFA constitutes a response when completed by a Supplier and provided to the Department of National Defence contact listed below. All terms and conditions of the Standing Offer under which the requirement falls and all work described within the SOA Statement of Work apply and are incorporated into this RFA by reference.

Request for Availability (RFA) Model	
Reference Number	
Government Department	Department of National Defence
Response Due Date/Time	
Submit Completed RFA to:	Caroline Porter (contact details below)
Number of Canine(s) Required	Multi-Purpose Canine, Green, 10-36 months: _____
Required Dates of Availability for Evaluation by DND TA	From: _____ To: _____
Identified User:	Name: Caroline Porter (DLP 6-2-5) Telephone: +1-613-945-2790 Facsimile: +1-613-990-5005 E-mail: caroline.porter@forces.gc.ca
Technical Authority:	Name: _____ Telephone: _____ E-mail: _____
<b>OFFEROR'S RESPONSE INFORMATION [This section must be filled for every requirement]</b>	
The following quantities can be made available for DND TA evaluation within the requested timeframe:	
Quantity _____ Multi-Purpose Canine, Green, 10-36 months	
<b><u>CERTIFICATION</u></b>	
The Offeror certifies that all the information provided in this RFA and supporting material submitted with its proposal, particularly the information pertaining to titled Canines and health records, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every Canine proposed by the Offeror for the requirement, meets all the requirements listed in the RFA form and is available and capable of being tested in accordance with Annex A.	
Supplier company name " _____ "	
Supplier Response " _____ "	
Signature, print name, date _____	



## APPENDIX 2 TO ANNEX "A"

### CANINE EVALUATION FORM

### CANINE EVALUATION FORM

The DND Technical Authority will conduct, at the kennel / canine facility, a subjective age-appropriate appraisal of the drive and character of the canine to ensure suitability. The DND Technical Authority will be the final authority to determine suitability of the dog, its potential for employment with DND and to accept the dog(s) on behalf of DND. Testing will include any or all of the following attributes:

Item	Evaluation Criteria	Compliant	Non-Compliant
(a)i	Temperament - The Canine must possess sound temperament and demonstrate a bold and confident attitude with no signs of either shyness or over-aggression.		
(a)ii	Socialization - The Canine must allow it to be approached and work around groups of people (without showing signs of shyness or aggression), including permitting persons to pick it up, handle and carry it.		
(a)iii	Environmental Stability - The Canine must show no fear and not be distracted by unsure footing, tight and/or dark enclosed spaces, moving vehicles and loud noises including gunfire.		
(a)iv.A	The Canine must show a very high level of hunt, prey and retrieve drive.		
(a)iv.B	The Canine must show a very high level of independent air scenting and searching behaviour.		
(a)iv.C	The Canine must show the ability or trainability for nose-down ground searching and tracking.		
(a)iv.D	The Canine must have a high activity level balanced with trainability and desirability to learn.		
(a)iv.E	The Canine should prefer to hunt, chase and play with objects over food, water or handler attention.		
(a)iv.F	The Canine must show a frantic drive to retrieve and possess objects, including very intense alertness, speed, hunt, perseverance and grab during article search.		
(a)iv.G	The Canine must show appropriate balance between prey and defence drive and the implicit ability for fight drive.		
(a)iv.H	The Canine must have the ability to pursue, launch and grip a decoy in a bite suit about the upper inside arm.		
(a)iv.I	The Canine must show age-appropriate, balanced drive during civil posted stalking tests.		
(a)iv.J	The Canine must demonstrate the ability to swim or the ability to be trained to swim.		
(b)i	The Canine must not show water phobia.		
(b)ii	The Canine must not show stress during age-appropriate bite work.		
(b)iii	The Canine must not show propensity to re-direct aggression towards the handler during commands or liff off.		
(b)iv	The Canine must not show any excessive whining or noise.		

DND Technical Authority

Date

**ANNEX "B"**  
**BASIS OF PAYMENT**


BASIS OF PAYMENT TABLE (Delivered at Terminal - Ottawa Airport)						
Item	Description	Unit Price Year 1 (RISO Award to 31 May 2018)	Unit Price Year 2 (1 June 2018 to 31 May 2019)	Unit Price Option Year 1 (1 June 2019 to 31 May 2020)	Unit Price Option Year 2 (1 June 2020 to 31 May 2021)	Unit Price Option Year 3 (1 June 2021 to 31 May 2022)
1	Canine, Multi-Purpose, Green, 10-36 months					
(Free Carrier - Contractor's Facility)						
Item	Description	Unit Price Year 1 (RISO Award to 31 May 2018)	Unit Price Year 2 (1 June 2018 to 31 May 2019)	Unit Price Option Year 1 (1 June 2019 to 31 May 2020)	Unit Price Option Year 2 (1 June 2020 to 31 May 2021)	Unit Price Option Year 3 (1 June 2021 to 31 May 2022)
2	Canine, Multi-Purpose, Green, 10-36 months					

Notes: 1. Delivered at Terminal (DAT) Ottawa Airport - Transportation costs are included, customs duties are not applicable (DAT shipping) and Goods and Services Tax or Harmonized Sales Tax are not applicable.

2. Free Carrier (FCA) Contractor's Facility - Customs duties are not applicable (FCA Shipping) and Goods and Services Tax or Harmonized Sales Tax are not applicable.

## ANNEX "C"

## CALL-UP AGAINST STANDING OFFER FORM – PWGSC 942

 Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		<b>Call-up Against a Standing Offer</b> <b>Commande subséquente à une offre à commandes</b>	
Ship to - Expédier à		Consignee Code Code destinataire	
		Postal Code Code postal	
Supplier - Fournisseur		Procurement Business No. (PBN) Numéro d'entreprise - approvisionnement (NEA)	
<b>To the supplier:</b> 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. <b>Au fournisseur:</b> 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. <b>Security:</b> The call-up includes security provisions. <b>Sécurité :</b> La demande comprend des exigences en matière de sécurité. <input type="checkbox"/> NO NON <input type="checkbox"/> YES OUI If YES, attach a SCRL to the call-up Si OUI, joindre une LVERS à la demande			
Invoices must be sent in accordance with - Les factures doivent être envoyées selon : <input type="checkbox"/> The detailed instructions in the standing offer Les instructions détaillées dans l'offre à commandes <input type="checkbox"/> The address shown in the "Ship to" block L'adresse indiquée dans la case « Expédier à » <input type="checkbox"/> 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		Client Reference No. (optional) N° de référence du client (facultatif)	
Requisition No. - N° de demande Order. Off. - Bur. dem. YY-AA Serial No. - N° de série			
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, contacter		Delivery required by - Livraison requise le (YYYY-MM-DD) (AAAA-MM-JJ)	
Name - Nom		Telephone No. - N° de téléphone	
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)	
		Date (YYYY-MM-DD - AAAA-MM-JJ)	

Canada

PWGSC-TPSGC 942 (03/2013)

## **ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFER**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);