



**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

**Proposal to National Defence Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services and construction listed herein and on any attached sheets at the price(s) set out.

**Proposition à : Défense nationale Canada**

Nous offrons par la présente de vendre à Sa Majesté I Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaries**

**THIS DOCUMENT DOES NOT CONTAIN ANY SECURITY REQUIREMENT/ CE DOCUMENT NE CONTIENT AUCUNE EXIGENCE EN MATIÈRE DE SÉCURITÉ**

<b>Title/Titre</b> <b>STOCK BUY FOR CC138 TWIN OTTER</b>	
<b>Solicitation No – N° de l'invitation</b> W0001-185283	<b>Date</b> 18 May 2017
<b>Solicitation Closes - L'invitation prend fin</b> at - à 02:00 PM on - le 29 June 2017	
<b>Address Enquiries to – Adresser toutes questions à :</b> <b>Department of National Defence / Ministère de la Défense Nationale</b> <b>National Defence Headquarters / Quartier-General de la Défense Nationale</b> <b>MGen George R Pearkes Bldg / Edifice Mgen George R Pearkes</b> <b>101 Colonel By Drive / 101 Promenade du Colonel By</b> <b>Ottawa, ON K1A 0K2 / Ottawa, ON K1A 0K2</b> <b>Attn: DAP 4-3-2 / A l'attention de: DAP 4-3-2</b> <b><a href="mailto:nathalie.lafortune@forces.gc.ca">nathalie.lafortune@forces.gc.ca</a> / <a href="mailto:nathalie.lafortune@forces.gc.ca">nathalie.lafortune@forces.gc.ca</a></b>	
<b>Telephone No. – N° de téléphone</b> 819-939-4470	<b>FAX No – N° de fax</b>
<b>Destination of Goods and Services – Destination des biens et services :</b> See Herein / Voir aux présentes	
<b>Instructions / Instructions :</b> 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. <b>Instructions:</b> 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.	
<b>Delivery required - Livraison exigée</b> On or before 31 August 2017 / d'ici le 31 août 2017	<b>Delivery offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b>  <b>Telephone No. - no de téléphone:</b> _____ <b>Procurement Business Number (PBN) - Numéro d'entreprise d'approvisionnement (NEA) :</b> _____	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur caractère d'imprimerie)</b>  Name/Nom _____  Title/Titre _____  Signature _____ Date _____	

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## **PART 1 – GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirement; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, Technical Criteria, Certifications Precedent to Contract Award, and Certifications required with the Bid.

The Annexes include the Statement of Requirement.

### **2. Summary**

This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (DND) for the provision of Depot Stock Replenishment. For more details please refer to the Statement of Requirement, Annex A. It is intended to result in the award of at least one [1] contract.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

#### **2.1 Availability of Drawings**

Drawings are available upon request. Bidders are to send their request for drawings to the Contracting Authority – Attention: [nathalie.lafortune@forces.gc.ca](mailto:nathalie.lafortune@forces.gc.ca), specifying the Solicitation File No. W0001-185283. Bidders are responsible to request drawings early enough to ensure that the drawings are received before bid closing. Drawings for all items referred to in this Request for Proposal will be forwarded to interest Bidders as a Technical Data Package (TDP) under a separate cover.

In order to receive a TDP, the proposed Bidder must return a signed copy of Annex "C" to the Contracting Authority of this Request for Proposal. It is to be duly signed by a Senior Representative of the company. The TDP will not be released to any Bidder without receipt of the Non-Disclosure Agreement.

Unsuccessful Bidders agree to take all necessary measures to destroy the TDP once the Solicitation has closed and the resulting Contract has been awarded to the successful Bidder.

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The [2003](#) (2017-04-27), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the following changes:

- a) Wherever Public Works and Government Services Canada (PWGSC) is stated, it is revised to read "Department of National Defence".
- b) At Article 05, Submission of Bids, subparagraph 4, delete "Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation. Insert "Bids will remain open for acceptance for a period of not less than 120 days from the closing date of the bid solicitation."
- c) At Article 20, Further Information, delete the second paragraph in its entirety.

Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above are deleted in their entirety and replaced with the following:

#### **3. List of Names**

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

### **2. Submission of Bids**

Bids must be submitted only to the location and by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted by electronic mail will not be accepted.

Bidders must indicate the RFP number on the packaging when submitting their bids.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature.

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Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

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

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

#### **5. SACC Manual Clauses**

##### **5.1 Military Aviation Replacement Parts - Condition and Certification of Deliverables End Items - A0300T (2017-04-27)**

The following categories do not apply to standard and commercial parts. Standard parts consist of common hardware parts and raw materials, not necessarily designed for aviation use, produced to recognized industry or government specifications, which are available without proprietary limitations (such as Society of Automotive Engineers (SAE), National Aerospace Standard (NAS), Army-Navy Aeronautical Standard (AN), and Military Standard (MS) hardware items). Commercial parts consist of common non-aeronautical parts produced to recognized industry specifications and available on the commercial market. Deliverable standard and commercial parts must be in a new condition.

##### **1. Category #1 - New Materiel**

Deliverable end items to be manufactured or which have been manufactured but not used, which are supplied by:

- a. the owner of the design or manufacturing rights to the items; or,
- b. the authorized manufacturer or agent/distributor of the owner of the design or manufacturing rights to the items; or
- c. distributors approved by Transport Canada (TC) or accredited by the Aviation Suppliers Association, for parts that have an application to a civilian type certified aircraft; or
- d. maintenance organizations approved/accredited by TC, the Department of National Defence (DND)/Canadian Forces Technical Airworthiness Authority or repair stations certified by the Federal Aviation Administration (FAA).

##### **2. Category #2 - New Surplus Materiel**

Deliverable end items, unused and supplied by an entity other than Category #1 sources. Full traceability documentation back to the owner of the design or manufacturing rights to the items or their authorized manufacturer or agent/distributor is required.

##### **3. Category #3 - Other Condition**

Any deliverable end item condition other than Category # 1 or Category #2. Should the Bidder be offering deliverable end items in Category #3, a complete description of the item's condition and all available traceability documentation is required with the bid. Bids containing parts identified in this category are subject to evaluation by Canada.

### Deliverable End Item Grid

Bidders must indicate the NATO Supply Code for Manufacturers or Commercial And Government Entity (NSCM/CAGE) code of the manufacturing entity under the appropriate category of the grid. For example, if a bidder is offering a Category #1 item(s), it must indicate the NSCM number under that category as per the example below. Bidders may use additional pages to provide the complete description called up under Category #3 if necessary.

**NOTE: BIDDERS MUST COMPLETE THE DELIVERABLE END ITEM GRID USING THE REQUEST FOR PROPOSAL - BIDDER'S RESPONSE DOCUMENT PROVIDED AT ANNEX B**

Item	Category 1 New Materiel	Category 2 New Surplus Materiel	Category 3 Other Condition
For example	NSCM: ABC12 Name: PWGSC		
1.			
2.			
3.			
4.			
5.			

### Requirements for Airworthiness Certification

The requirements for airworthiness certification do not apply to the provision of standard and commercial parts. Standard and commercial parts must be accompanied by a packing slip that identifies the name and address of the supplier, the NATO stock number, identification of the manufacturing standard (e.g. SAE, NAS, AN, MS) and/or manufacturer's part number and model number as applicable; quantity, identification of the lot or batch number if applicable; and the cure date/shelf life if applicable.

Bidders are advised that it will be a requirement for the Contractor to provide the following airworthiness documentation, for each unit of issue, within the interior packaging or attached to the good(s) supplied under the resulting contract.



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Note that this requirement is in addition to documentation required in support of invoice payment or other documentation requirements identified within the Contract:

1. Category #1 and #2 military unique aviation replacement parts must have an Original Equipment Manufacturer (OEM) or an OEM's approved manufacturer's Certificate of Conformance, which includes all the following information:
  - a. positive identification of the item by type, class, style, grade, model, part number, description, nomenclature and/or serial number, as applicable;
  - b. either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:  
I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations.
  - c. identification of both the authorized signatory and the organization.
2. Category #1 and #2 items, which have an application to a civilian type certified aircraft, must be supplied with a Certificate of Conformance, namely:
  - a. form TCCA Form One, Authorized Release Certificate, signed by a TC authorized inspector, within the two (2) years before contract award;
  - b. FAA Form 8130-3, Airworthiness Approval Tag, or a FAA Form 8130-4, Export Certificate of Airworthiness, signed by a FAA authorized inspector, within the two (2) years before contract award;
  - c. European Aviation Safety Agency (EASA) Form One, Authorized Release Certificate, signed by an EASA authorized inspector, within the two (2) years before contract award;  
or
  - d. OEM's or OEM's approved manufacturer's Certificate of Conformance; which includes:
    - i. positive identification of the item by type, class style, grade, model, part number, description, nomenclature, and/or serial number, as applicable;
    - ii. either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:  
I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations.
    - iii. identification of both the authorized signatory and organization.
3. Bidders must specify which one of the documents identified above will be provided for each item required to be supplied in response to the bid solicitation.

## **5.2 Condition of Material – Bid - B1000T (2014-06-26)**

Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the bid solicitation closing date.

## PART 3 – BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

- Section I: Technical Bid (one (1) hard copy)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard copy)

To facilitate and/or avoid any errors during bid evaluation, the Bidder must complete the *Request for Proposal - Bidder's Response* (Annex B) document using word processing software or other electronic/typewritten means. **Hand written bids will not be accepted.** The document *Request for Proposal - Bidder's Response* contains all sections required from the Bidder.

A Microsoft Word version of the *Request for Proposal – Bidder's Response* has been provided. In case of a discrepancy between the Word and the PDF versions, the PDF document will take precedence.

Prices must appear in the financial bid only (ATTACHMENT 1 TO PART 3, PRICING SCHEDULE, provided at Annex B – *Request for Proposal - Bidder's Response*). No prices must be indicated in any other section of the bid.

The Bidder can bid on more than one item specified in the Statement of Requirement, in Annex A, but should submit one separate bid for each specified item. Canada requests that the Bidder clearly identifies in the first pages of its bid which item it is bidding on.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

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

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

## **Section I: Technical Bid**

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

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

## **Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

**1.2** Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

**1.3** Bidders should include the following information in their financial bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - o their bid; and
  - o any contract that may result from their bid.

### **1.4 C3011T (2013-11-06), Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

**ATTACHMENT 1 TO PART 3  
PRICING SCHEDULE**

1. The Bidder must complete this pricing schedule and include it in its financial bid. The total amount of Applicable Taxes must be shown separately.
2. The Bidder must submit all-inclusive firm unit prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded. Bids will be assessed on an FOB destination basis.
3. When a bid is submitted in Non-Canadian currency (e.g. USD dollars), than the resulting contract will be awarded in that same currency, unless the bid solicitation specifically states bids to be submitted in Canadian currency, bids 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 bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
4. The resulting Contract cover page will identify both the Non-Canadian currency value, as well as the Canadian value, including applicable taxes, using the converted rate given by the Bank of Canada in effect on the bid solicitation closing date. The contract does not offer exchange rate fluctuation risk mitigation.
5. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

**NOTE: BIDDERS MUST COMPLETE THE PRICING SCHEDULE USING THE REQUEST FOR PROPOSAL - BIDDER'S RESPONSE DOCUMENT PROVIDED AT ANNEX B**

Item	Description	Bidder's Proposed Delivery Date	Destination	Unit of Issue	Firm Quantity	All-Inclusive Firm Unit Price, FOB Destination	Total Item Cost
1				Each			
<p align="center" style="font-size: 2em; opacity: 0.5; transform: rotate(-15deg);">Draft Pricing Schedule</p>							
<b>TOTAL (MUST BE FOB DESTINATION; DELIVERY DUTY PAID; AND TRANSPORTATION COSTS INCLUDED)</b>							\$ _____
<b>Applicable Taxes</b>		<b>Insert amount as</b>				<b>GST: \$ _____</b> <b>HST: \$ _____</b> <b>QST: \$ _____</b>	

## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

A bid must comply with all requirements of the bid solicitation to be declared responsive.

##### **1.1.1 Mandatory Technical Criteria**

The following mandatory factors will be taken into consideration in the evaluation of each bid:

- M1. comply with proposed Pricing Schedule detailed in Attachment 1 to Part 3;
- M2. provide, if required, manufacture and Parts Traceability for all items;
- M3. provide the material condition requested; and
- M4. accept all terms and conditions as outlined in this RFP and resulting Contract document.

#### **1.2 Financial Evaluation**

**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.

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

- 1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. foreign-based bidders 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 bidders.
- 2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids 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 bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- 3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
- 4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

## **2. Basis of Selection**

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

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

### **2.2 Tie Breaker**

In the event of responsive bids having the same lowest evaluated price for a specific line item, the basis of selection will be based on the shortest delivery time for the component in question. The responsive bid with the shortest delivery time will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to co-operate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1.1 Certifications Required with the Bid**

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

#### **1.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

### **1.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **1.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### **1.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

### **1.2.3 Additional Certifications Precedent to Contract Award**

#### **1.2.3.1 Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award**

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award.



**ATTACHMENT 1 to PART 5, ADDITIONAL CERTIFICATIONS precedent to contract award**

**1. Integrity Provisions - List of Names**

**NOTE: BIDDERS MUST COMPLETE THE INTEGRITY PROVISIONS – LIST OF NAMES USING THE REQUEST FOR PROPOSAL - BIDDER'S RESPONSE DOCUMENT PROVIDED AT ANNEX B**

<b>Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>Adresse de l'entreprise/Company's address</b>	
<b>NEA de l'entreprise/Company's PBN number</b>	
<b>Numéro de la transaction/ Transaction number</b>	
<b>Liste de pré-qualification/Pre-Qualification List</b>	
<b>Valeur de la transaction (\$) /Transaction Value (\$)</b>	
<b>PLUS DE 25,000.00\$ (taxes incluses)/ OVER \$25,000.00 (including taxes)</b>	
<input type="checkbox"/> OUI / YES <input type="checkbox"/> NON / NO	
<b>Membres du conseil d'administration (Utilisez le format - Prénom Nom)</b>	
<b>Board of Directors (Use format - first name last name)</b>	
<b>Ou mettre la liste en pièce-jointe/Or put the list as an attachment</b>	
<b>1. Membre / Director</b>	
<b>2. Membre / Director</b>	
<b>3. Membre / Director</b>	
<b>4. Membre / Director</b>	
<b>5. Membre / Director</b>	
<b>6. Membre / Director</b>	
<b>7. Membre / Director</b>	
<b>8. Membre / Director</b>	
<b>9. Membre / Director</b>	
<b>10. Membre / Director</b>	
<b>Autres Membres/ Other members:</b>	
<b>Commentaires / Comments:</b>	

## **PART 6 – SECURITY REQUIREMENT**

### **1. Security Requirement**

There is no security requirement associated with this requirement.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Requirements**

The Contractor must provide the item(s) in accordance with the Statement of Requirements at Annex "A" – Item Detail List.

### **2. Standard Clauses and Conditions**

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

#### **2.1 General Conditions**

2030 (2016-04-04), General Conditions – Higher Complexity - Goods, apply to and form part of the Contract.

- Wherever Public Works and Government Services Canada (PWGSC) is stated, it is revised to read "Department of National Defence (DND)", with the exception of article 41 Integrity Provisions – Contract where any reference to PWGSC remains.

### **3. Security Requirements**

There is no security requirement applicable to this Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from date of Contract award until delivery is completed.

#### **4.2 Delivery Date**

All the deliverables must be received on or before *(to be completed at contract award)*.

#### **4.3 Document Delivery (QAC Q)**

Full traceability documentation back to the owner of the design or manufacturing rights to the items or their authorized manufacturer or agent/distributor an Original Equipment Manufacturer (OEM) or an OEM's approved manufacturer's Certificate of Conformance must be forwarded to the Requisitioning Authority, Article 5.2.

#### **4.4 Shipping Instructions**

##### **4.4.1 Shipping Instructions - Free on Board Destination and Delivered Duty Paid – D4002C (2013-04-25)**

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

FOB Destination 7 CFSD RECEIPTS SECTION, CFB EDMONTON, 195 AVE & ORDNANCE RD, BLDG 236 EAST END, EDMONTON, AB T0A 2H0 including all delivery charges and customs duties and taxes.

##### **4.4.1.1 Delivery Appointments**

The Contractor is required to arrange delivery appointments by contacting the Depot Traffic Section. The Department of National Defence reserves the right to refuse shipments without prior arrangement. Delivery appointments can be arranged by telephone or fax:

7 CF Supply Depot  
Lancaster Park, Edmonton, Alberta  
Tel: (780) 973-4011 ext. 4524  
Fax: (780) 973-4054

#### **4.5 Termination on Thirty Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Nathalie Lafortune  
Title: Senior Material Acquisition & Support Officer  
Department of National Defence  
Directorate: DAP 4-3-2  
Address: NDHQ 101 Colonel By Drive  
Ottawa, ON, K1A 0K2

Telephone: 819-939-4470  
E-mail: [nathalie.lafortune@forces.gc.ca](mailto:nathalie.lafortune@forces.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform Work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## **5.2 Requisitioning Authority** *(to be completed at contract award)*

The Requisitioning Authority for the Contract is:

Name:

Title:

Department of National Defence

Directorate:

DAP

Address:

NDHQ 101 Colonel By Drive  
Ottawa, ON, K1A 0K2

Telephone:

E-mail:

The Requisitioning Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Requisitioning Authority is responsible for the implementation of tools and processes required for the administration of the Contractor. The Contractor must discuss administrative matters identified in the Contract with the Requisitioning Authority to authorize changes to the requirement. Changes to the requirement can only be made through a contract amendment issued by the Contracting Authority.

## **5.3 Contractor's Representative** *(to be completed at contract award)*

Name:

Title:

Firm:

Address:

Phone:

Fax:

E-mail:

## **6. Payment**

### **6.1 Basis of Payment – Firm Unit Price – C0207C (2013-04-25)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price of \$\_\_\_\_\_, as specified in the Contract, for a total cost of \$\_\_\_\_\_ *(to be completed at contract award)*. Customs duties are included and Applicable Taxes are extra.

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

## **6.2 Method of Payment**

For the Work described in the Statement of Requirement (Annex A),

One of the following Methods of Payment applies to the Contract:

### **Option 1: Single Payment H1000C (2008-05-12)**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

*OR*

### **Option 2: Multiple Payments H1001C (2008-05-12)**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## **6.3 SACC Manual Clauses**

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

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

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

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

## **6.4 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

## **7. Invoicing Instructions**

### **7.1 Invoicing Instructions – H5001C (2008-12-12).**

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.

Invoices must be distributed as follows:

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

Dept of National Defence  
7 CF SUPPLY DEPOT  
STN FORCES P.O. BOX 10500  
Edmonton, AB T5J 4J5  
CANADA  
ATTN: Invoice Section  
W2481

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

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

## **8. Certifications and Additional Information**

### **8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **8.2 SACC Manual Clauses**

#### **8.2.1 Condition of Material – Contract – B1006C (2014-06-26)**

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date.

#### **8.2.2 Marking – D2000C (2007-11-30)**

The Contractor must ensure that the manufacturer's name and part number are clearly stamped or etched on each item for positive identification purposes.

#### **8.2.3 Labelling – D2001C (2007-11-30)**

The Contractor must ensure that the manufacturer's and specification numbers appear on each item, either printed on the container or on an adhesive label of highest commercial standard affixed to the container.

## Quality Assurance

### **8.3 ISO 9001:2008 Quality Management Systems - Requirements (QAC C) – D5545C (2010-08-16)**

The Contractor is responsible for implementing a quality system appropriate to the scope of the Work to be performed. It is recommended that the quality system be based on ISO 9001:2008 "Quality management systems - Requirements."

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the materiel or services provided conform to the drawings, specifications and the requirements of the contract. The Contractor must keep accurate and complete inspection records which must, upon request, be made available to the authorized Department of National Defence (DND) representative, who may make copies and take extracts during the performance of the Contract and for a period of one (1) year after the completion of the Contract.

Despite the above, all materiel is subject to verification and acceptance by DND at destination. The authorized DND representative at destination may either be the consignee(s), the Technical Authority, or the Quality Assurance Authority.

### **8.4 ISO 9001:2008 Quality Management Systems - Requirements (QAC Q) – D5540C (2010-08-16)**

In the performance of the Work described in the Contract, the Contractor must comply with the requirements of:

ISO 9001:2008 - Quality management systems - Requirements, published by the International Organization for Standardization (ISO), current edition at date of submission of Contractor's bid.

It is not intended that the Contractor be registered to ISO 9001; however, the Contractor's quality management system must address all requirements appropriate to the scope of the Work. Only exclusions in accordance with clause 1.2 of ISO 9001 are acceptable.

#### Assistance for Government Quality Assurance (GQA)

The Contractor must provide the Quality Assurance Representative (QAR) with the accommodation and facilities required for the proper accomplishment of GQA and must provide any assistance required by the QAR for evaluation, verification, validation, documentation or release of product.

The QAR must have the right of access to any area of the Contractor's or subcontractor's facilities where any part of the Work is being performed. The QAR must be afforded unrestricted opportunity to evaluate and verify Contractor conformity with quality system procedures and to validate product conformity with the requirements of the Contract. The Contractor must make available for reasonable use by the QAR the equipment necessary for all validation purposes. Contractor personnel must be made available for operation of such equipment as required.

When the QAR determines that GQA is required at a subcontractor's facilities, the Contractor must provide for this in the purchasing document and forward copies to the QAR, together with relevant technical data as the QAR may request.

The Contractor must notify the QAR of non-conforming product received from a subcontractor when the product has been subject to GQA.



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For the design, development or maintenance of software, the Contractor must interpret the requirements of ISO 9001:2008 "Quality management systems - Requirements", according to the guidelines of the latest issue (at contract date) of ISO/IEC 90003:2004 "Software engineering - Guidelines for the application of ISO 9001:2000 to computer software".

#### **8.4.1 Quality Assurance Authority (Department of National Defence) - Canadian-based Contractor – D5510C (2014-06-26)**

All Work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR).

Director of Quality Assurance  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: ContractAdmin.DQA@forces.gc.ca

Within forty-eight (48) hours of Contract award, the Contractor must contact the QAR. The name, location and phone number of the QAR can be obtained from the nearest National Defence Quality Assurance Region (NDQAR) listed below:

- Atlantic - Halifax 902-427-7224 or 902-427-7150
- Quebec - Montreal 514-732-4410 or 514-732-4477
- Quebec - Quebec City 418-694-5998, ext. 5996
- National Capital Region - Ottawa 819-939-0168
- Ontario - Toronto 416-635-4404, ext. 6081 or 2754
- Ontario - London 519-964-5757
- Manitoba/Saskatchewan - Winnipeg 204-833-2500, ext. 6574
- Alberta - Calgary 403-410-2320, ext. 3830
- Alberta - Edmonton 780-973-4011, ext. 2276
- British Columbia - Vancouver 604-225-2520, ext. 2460
- British Columbia - Victoria 250-363-5662

The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.

The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.

Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

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#### **8.4.1 Quality Assurance Authority (DND) - Foreign-based and United States Contractor – D5515C (2010-01-11)**

All Work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR).

Director of Quality Assurance  
National Defence Headquarters  
Major-General George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)

If the Contractor has not been contacted by the QAR performing GQA in the Contractor's facility or area within forty-five (45) Working days of award of the Contract, the Contractor must notify the Contracting Authority.

Where no official arrangements for mutual GQA have been concluded, the Department of National Defence will arrange for the GQA services to be conducted by a National Quality Assurance Authority acceptable to the Director of Quality Assurance. If the GQA services must be provided on a cost-recovery basis, the costs for the services must be accrued against the Contract and be discharged through separate invoicing.

The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the materiel or services provided conform to the requirements of the Contract.

The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.

Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

##### **8.4.1.1 Release Documents (Department of National Defence) - Canadian-based Contractor – D5606C (2012-07-16)**

Unless otherwise directed by the Department of National Defence (DND) Quality Assurance Authority, the signature of the DND Quality Assurance Representative on the release document is not required.

Material must be released for shipment using either DND form CF 1280, Certificate of Release, Inspection and Acceptance, or a release document containing the same information. The Contractor must prepare the release document(s).

For return of repair and overhaul material to the Canadian Forces Supply System Upgrade, use forms DND 2227/DND 2228 in lieu of DND form CF 1280.

##### **8.4.1.1 Release Documents (Department of National Defence) - United States-based Contractor – D5605C (2010-01-11)**

Material must be released for shipment using a DD Form 250, Material Inspection and Receiving Report, or a release document containing the same information and acceptable to the Quality Assurance Representative. The Contractor must prepare the release document(s).

#### **8.4.1.2 Release Documents - Distribution – D5620C (2012-07-16)**

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;
- d. One (1) copy to:

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Attention: **4-3-5-2-3**

- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and
- g. For all non-Canadian Contractors, one (1) copy to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)

#### **8.5 Defence Contract – A9006C (2012-07-16)**

The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, Work-in-process or finished Work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the *Defence Production Act*.

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

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

- a. Certificate of Conformance as per Bid Solicitation Para 3.2 Military Aviation Replacement Parts Condition and Certification of Deliverables end items;
- b. Packing Slip.

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### **8.6.1 Military Aviation Replacement Parts - Maintenance of Records – A0301C (2007-05-25)**

The Contractor must retain, maintain and keep available for review, for three (3) years following delivery of the last item under the Contract, records of the manufacturer sufficient to constitute proof of origin. Such records include the following:

- a. sufficient information to identify the item by type, class, style, grade (including lot or batch number), cast number, the source of the part, and the date and place of manufacture, as appropriate;
- b. the name and description (or other positive identification) of, and the application issue of, the specification, drawing, process and inspection requirements, as appropriate;
- c. records of all inspections and tests carried out, including those carried out on behalf of either the manufacturer or the Contractor;
- d. copies of any Certificate of Conformance or Certificate of Compliance issued by the manufacturer;
- e. and any other relevant technical data.

### **8.7 Palletization – D6010C (2007-11-30)**

1. For all shipments exceeding 0.566 m<sup>3</sup> or 15.88 kg (20 ft<sup>3</sup> or 35 lbs), except for those shipped by courier, the following applies:
  - a. The Contractor must strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48 in. x 40 in.) wood pallets. The four-way forklift entry pallet must be supplied at no charge to Department of National Defence. Total height, including pallet, must not exceed 1.19 m (47 in.). The pallet load must not extend further than 2.54 cm (1 in.) from any edge of the pallet.
  - b. The Contractor must group items by stock number (on the same pallet) within consolidated shipments. Pallet loads composed of more than one stock number must be marked as "Mixed Items".
  - c. Individual items exceeding 1.22 m (48 in.) in length or 453.6 kg (1000 lbs) must be secured to larger pallets or must have 10.16 cm x 10.16 cm (4 in. x 4 in.) skids securely fastened to the bottom of the item. Skids must be separated by a minimum of 71.12 cm (28 in.).
2. Any exception requires the prior approval of the Contracting Authority.

### **8.8 Marking of Aircraft Hose Assemblies – B4047C (2007-05-25)**

All rubber hose assemblies, and all medium and high pressure Teflon hose assemblies for aerospace applications, must have a permanent identification band attached by welding.

### **8.9 End User Certificate – D0050C (2007-05-25)**

Canada certifies that the goods, services or both ordered under the Contract are purchased by Canada for the exclusive use of the Canadian Armed Forces.

### **8.10 Incomplete Assemblies – D9002C (2007-11-30)**

The Contractor must not ship incomplete assemblies unless the authorization for such shipment has been obtained before from the Contracting Authority.

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

The Contractor must prepare item numbers 1 and 2 for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package item numbers 1 and 2 in quantities of one (1) EA by package.

**Note:** Unless otherwise specified, the unit pack quantity shall not exceed 100 pieces and shall not weight more than 25 pounds (i.e. 11.3 Kg).

### **8.12 Complete Delivery – D0005C (2007-11-30)**

The Contractor must make the complete delivery within \_\_\_\_\_ days (*to be completed at contract award*) from the effective date of the Contract.

### **8.13 Taxes - Foreign-based Contractor - C2000C (2007-11-30)**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

### **8.14 Excess Goods – B7500C (2006-06-16)**

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

### **8.15 Wood Packaging Materials – D2025C (2013-11-06)**

All wood packaging materials used in shipping must conform to the [\*International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade \(ISPM 15\)\*](#).

Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

[\*D-98-08 - Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States\*](#)

[\*D-01-05 - The Canadian Wood Packaging Certification Program \(CWPCP\)\*](#).

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**8.16 Dangerous Goods / Hazardous Products – Labelling and Packaging Compliance – D3015C (2014-09-25)**

1. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.
2. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
3. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
4. The Contractor must adhere to all applicable laws regarding dangerous goods/hazardous products.

**9. Applicable Laws**

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

**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 Articles of Agreement;
- b. the general conditions 2030 (2016-04-04), General Conditions – Higher Complexity - Goods;
- c. Annex A, Statement of Requirement; and
- d. the Contractor's bid dated \_\_\_\_\_.

**11. Foreign Nationals (Canadian Contractor)**

SACC *Manual* clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

**OR**

**11. Foreign Nationals (Foreign Contractor)**

SACC *Manual* clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

**12. Insurance – No Specific Requirement G1005C (2016-01-28)**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

**13. Additional SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations

A9068C (2010-01-11), Government Site Regulations

C2604C (2013-04-25), Customs Duties, Excise Taxes and Applicable Taxes – Non-Resident

**ANNEX A  
STATEMENT OF REQUIREMENT**

**1.0 LINE ITEM DETAILS**

The Contractor must provide the following items:

Item	Description	Unit of Issue	Firm Quantity	Destination Address	Invoicing Address
1	ADAPTER, HOUSING  NSN: 3040-20-008-7484  Part No.: 8325609-1  NSCM/CAGE: 36376  ISO 9001: 2008 QUALITY ASSURANCE: QAC Q  Packaging: D-LM-008-036/SF-000	EACH	6	7 CFSD RECEIPTS SECTION  CFB EDMONTON 195 AVE & ORDNANCE RD BLDG 236 EAST END EDMONTON, AB, T0A 2H0 CANADA	DEPT OF NATIONAL DEFENCE 7 CF SUPPLY DEPOT STN FORCES P.O. BOX 10500 EDMONTON AB T5J 4J5 CANADA  ATTENTION: RECEIPTS SECTION W2481
2	ADAPTER, HOUSING  NSN: 3040-20-008-7486  Part No.: 8325609-2  NSCM/CAGE: 36376  ISO 9001: 2008 QUALITY ASSURANCE: QAC C  Packaging: D-LM-008-036/SF-000	EACH	6	7 CFSD RECEIPTS SECTION  CFB EDMONTON 195 AVE & ORDNANCE RD BLDG 236 EAST END EDMONTON, AB, T0A 2H0 CANADA	DEPT OF NATIONAL DEFENCE 7 CF SUPPLY DEPOT STN FORCES P.O. BOX 10500 EDMONTON AB T5J 4J5 CANADA  ATTENTION: RECEIPTS SECTION W2481

**2.0 DELIVERABLES**

The Contractor must deliver the items mentioned above on or before *(to be completed at contract award)*.

**2.1 Partial Delivery**

If partial shipments are made, proportionate quantities are to be shipped to each destination to ensure equal distribution and an adequate supply for each point.

**2.2 Accelerated Delivery**

Every effort must be made to improve delivery without any additional cost to Her Majesty.



### **3.0 SPECIAL REQUIREMENTS**

#### **Delivery Appointments**

The Contractor must arrange delivery appointments by contacting the Depot Traffic Section. The Department of National Defence reserves the right to refuse shipments without prior arrangement. Delivery appointments can be arranged by telephone or fax:

7 CF Supply Depot  
Lancaster Park, Edmonton, Alberta  
Tel: (780) 973-4011 ext. 4524  
Fax: (780) 973-4054

Solicitation No. - N° de l'invitation  
W0001-185283  
Client Ref. No. - N° de réf. du client  
6000397794

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W0001-185283

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**ANNEX B**  
**Request for Proposal – Bidder's Response**

## REQUEST FOR PROPOSAL - BIDDER'S RESPONSE

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

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

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

#### Proposal to National Defence Canada

We hereby offer to sell to Her Majesty the  
Queen in right of Canada, in accordance  
with the terms and conditions set out  
herein, referred to herein or attached  
hereto, the goods, services and  
construction listed herein and on any  
attached sheets at the price(s) set out.

#### Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à  
Sa Majesté l Reine du chef du Canada, aux  
conditions énoncées ou incluses par  
référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction  
énumérés ici sur toute feuille ci-annexée,  
au(x) prix indiqué(s).

#### Comments - Commentaries

**THIS DOCUMENT DOES NOT CONTAIN  
ANY SECURITY REQUIREMENT/ CE DOCUMENT NE  
CONTIENT AUCUNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ**

<b>Title/Titre</b>	
<b>STOCK BUY FOR CC138 TWIN OTTER</b>	
<b>Solicitation No – N° de l'invitation</b> W0001-185283	<b>Date</b> 18 May 2017
<b>Solicitation Closes - L'invitation prend fin</b> at - à 02:00 PM on - le 29 June 2017	<b>Time Zone</b> Fuseau horaire Eastern Daylight Time EDT / Heure avancée de l'est
<b>Address Enquiries to – Adresser toutes questions à :</b>	
<b>Department of National Defence</b> <b>National Defence Headquarters</b> <b>Nationale</b> MGen George R Pearkes Bldg 101 Colonel By Drive Ottawa, ON K1A 0K2 Attn: DAP 4-3-2 <a href="mailto:nathalie.lafortune@forces.gc.ca">nathalie.lafortune@forces.gc.ca</a>	<b>Ministere de la Defense Nationale</b> <b>Quartier-General de la Defense</b> <b>Nationale</b> Edifice Mgen George R Pearkes 101 Promenade du Colonel By Ottawa, ON K1A 0K2 A l'attention de: DAP 4-3-2 <a href="mailto:nathalie.lafortune@forces.gc.ca">nathalie.lafortune@forces.gc.ca</a>
<b>Telephone No. – N° de</b> <b>téléphone</b>	<b>FAX No – N° de fax</b>
819-939-4470	
<b>Destination of Goods and Services – Destination des biens et services :</b>	
See Herein / Voir aux présentes	
<b>Instructions / 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.</b>	
<b>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.</b>	
<b>Delivery required - Livraison exigée</b>	<b>Delivery offered - Livraison proposée</b>
On or before 31 August 2017 / d'ici le 31 août 2017	
<b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
Telephone No. - no de téléphone: _____	
<b>Procurement Business Number (PBN) - Numéro d'entreprise d'approvisionnement (NEA) :</b> _____	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur caractère d'imprimerie)</b>	
Name/Nom _____	
Title/Titre _____	
Signature _____	Date _____

**To facilitate and/or avoid any errors during bid evaluation, the Bidder must complete the *Request for Proposal - Bidder's Response* document using word processing software or other electronic/typewritten means. Hand written bids will not be accepted. The document *Request for Proposal - Bidder's Response* contains all sections required from the Bidder.**

A Microsoft Word version of the *Request for Proposal – Bidder's Response* has been provided. In case of a discrepancy between the Word and the PDF versions, the PDF document will take precedence.

## **SECTION 1: TECHNICAL BID**

### **5.2 Military Aviation Replacement Parts - Condition and Certification of Deliverables End Items - A0300T (2017-04-27)**

#### **Deliverable End Item Grid**

Bidders must indicate the NATO Supply Code for Manufacturers or Commercial And Government Entity (NSCM/CAGE) code of the manufacturing entity under the appropriate category of the grid. For example, if a bidder is offering a Category #1 item(s), it must indicate the NSCM number under that category as per the example below. Bidders may use additional pages to provide the complete description called up under Category #3 if necessary.

<b>Item</b>	<b>Category 1 New Materiel</b>	<b>Category 2 New Surplus Materiel</b>	<b>Category 3 Other Condition</b>
For example	NSCM: ABC12 Name: PWGSC		
1.			
2.			

**SECTION II: FINANCIAL BID**

**ATTACHMENT 1 TO PART 3  
PRICING SCHEDULE**

1. The Bidder must complete this pricing schedule and include it in its financial bid. The total amount of Applicable Taxes must be shown separately.
2. The Bidder must submit all-inclusive firm unit prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded. Bids will be assessed on an FOB destination basis.
3. When a bid is submitted in Non-Canadian currency (e.g. USD dollars), than the resulting contract will be awarded in that same currency, unless the bid solicitation specifically states bids to be submitted in Canadian currency, bids 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 bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
4. The resulting Contract cover page will identify both the Non-Canadian currency value, as well as the Canadian value, including applicable taxes, using the converted rate given by the Bank of Canada in effect on the bid solicitation closing date. The contract does not offer exchange rate fluctuation risk mitigation.
5. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Item	Description	Delivery Date	Destination	U. of I	Qty	Unit Price & Currency	Total Item Cost
1	ADAPTER, HOUSING NSN: 3040-20-008-7484  Part No.: 8325609-1  NSCM/CAGE: 36376  ISO 9001: 2008 QUALITY ASSURANCE: QAC Q  Packaging: D-LM-008-036/SF-000		7 CFSD RECEIPTS SECTION  CFB EDMONTON 195 AVE & ORDNANCE RD BLDG 236 EAST END EDMONTON, AB, T0A 2H0 CANADA	EA	6		

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**W0001-185283**  
 Client Ref. No. - N° de réf. du client  
 6000397794

Amd. No. - N° de la modif.

File No. - N° du dossier  
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2	ADAPTER, HOUSING  NSN: 3040-20-008-7486  Part No.: 8325609-2  NSCM/CAGE: 36376  ISO 9001: 2008 QUALITY ASSURANCE: QAC C  Packaging: D-LM-008-036/SF-000		7 CFSD RECEIPTS SECTION  CFB EDMONTON 195 AVE & ORDNANCE RD BLDG 236 EAST END EDMONTON, AB, T0A 2H0 CANADA	EA	6		
<b>SUB-TOTAL:</b> (MUST BE FOB DESTINATION; DELIVERY DUTY PAID; AND TRANSPORTATION COSTS INCLUDED)			\$ _____				
<b>APPLICABLE TAXES:</b>		<b>Insert amount as:</b>	<b>Alberta: GST (5%): \$ _____</b>				
<b>TOTAL:</b>			\$ _____				

### SECTION III: CERTIFICATIONS

#### PART 5 - CERTIFICATIONS

#### ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

##### 1. Integrity Provisions - List of Names

<b>Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>Adresse de l'entreprise / Company's address</b>	
<b>NEA de l'entreprise / Company's PBN Number</b>	
<b>Numéro de la transaction / Transaction Number</b>	
<b>Liste de pré-qualification / Pre-Qualification List</b>	
<b>Valeur de la transaction (\$) / Transaction Value (\$)  PLUS DE 25 000,00 \$ (taxes incluses) / OVER \$25,000.00 (including taxes)</b>	
<input type="checkbox"/> <b>Oui / Yes</b>	<input type="checkbox"/> <b>Non / No</b>
<b>Membres du conseil d'administration (utilisez le format – Prénom Nom)  Board of Director Members (Use Format – First Name Last Name)  Ou mettre la liste en pièce-jointe / Or Put the List as an Attachment</b>	
<b>1. Membre / Director</b>	
<b>2. Membre / Director</b>	
<b>3. Membre / Director</b>	
<b>4. Membre / Director</b>	
<b>5. Membre / Director</b>	
<b>6. Membre / Director</b>	
<b>7. Membre / Director</b>	
<b>8. Membre / Director</b>	
<b>9. Membre / Director</b>	
<b>10. Membre / Director</b>	
<b>Autres Membres / Other Members :</b>	
<b>Commentaires / Comments :</b>	

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**SECTION IV: ADDITIONAL INFORMATION**  
(if applicable)



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## ANNEX C

The Bidder hereby acknowledges that the Technical Data Package contains Commercially Confidential Information. Interested Bidders are to return the signed and scanned certification below by email to the Contracting Authority: [nathalie.lafortune@forces.gc.ca](mailto:nathalie.lafortune@forces.gc.ca) of this Request for Proposal.

### Non-Disclosure Agreement

The Bidder, recognizes he is given access to the Technical Data Package (TDP), commercially confidential information, on behalf of Canada in connection with the Work, pursuant to resulting Contract between Her Majesty the Queen in right of Canada, represented by the Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

The Bidder agrees that he will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. The Bidder undertakes to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

The Bidder acknowledges that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

The unsuccessful Bidder agrees to take all necessary measures to destroy the TDP once the Solicitation has closed and the resulting Contract has been awarded to the successful Bidder.

The Bidder agrees that the obligation of this agreement will survive the completion of the Request for Proposal Serial No.: W0001-185283.

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

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

Company: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_