



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services 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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Journal Printing Services	
Solicitation No. - N° de l'invitation W4938-18009S/A	Date 2017-07-05
Client Reference No. - N° de référence du client W4938-18009S	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-015-7321	
File No. - N° de dossier TOR-7-40014 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-21	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Abela, Aaron	Buyer Id - Id de l'acheteur tor015
Telephone No. - N° de téléphone (905) 615-2061 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Canadian Military Services Station Forces - Box 17000 Kingston Ontario K7K7B4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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

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Client Ref. No. - N° de réf. du client
W4938-180096

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40014

Buyer ID - Id de l'acheteur
tor015
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

The Department of National Defence and the Canadian Armed Forces (DND/CAF) undertakes to publish the Canadian Military Journal in both official languages (English and French) on a quarterly basis. DND/CAF require journal printing services on an as-and-when-requested basis up to a maximum of four issues per year.

The Task Authorization Contract will be for a period of 1 year from August 1, 2017 to July 31, 2018. There will be an option to extend the contract for two (2) additional one (1) year periods.

The delivery point of the publications will be as per details specified in Annex A – Statement of Work.

""The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)."

The requirement is subject to a preference for Canadian goods and/or services.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (2 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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;
- (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-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Technical 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

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex 1 to 1 to Part 3 of Bid Solicitation - Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" 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.

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Bidders must demonstrate that they have one of the following current and valid certifications listed below. If a copy of the certifications are not provided with the bid, it must be provided within 2 days of request from the Contracting Authority.

1. Environmental Choice Program (ECP)

OR

2. ISO 14001 International Organization Standardization

OR

3. One of the following Chain of Custody Certification from a Forest Management Program:

(a) Forestry Stewardship Council (FSC)

OR

(b) Sustainable Forestry Initiative (SFI)

OR

(c) Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS)

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

i. Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing;

ii. The evaluation of price will be calculated as follows :

(a) The unit prices provided by the bidder for the price per copy identified at Items 1.1, 2.1, and 3.1 will be multiplied by the estimated usage (copies per print run) and then multiplied by the estimated number of publications per year.

Totals will be added together to obtain the aggregate cost to be used in the evaluation.

(b) The unit prices provided by the bidder for the price of any additional pages identified at Items 1.2, 2.2, and 3.2 will be multiplied by the estimated usage (pages), then multiplied by the estimated number of copies per print-run and multiplied by the estimated number of publications.

Totals will be added together to obtain the aggregate cost to be used in the evaluation.

iii. The Total Evaluated Cost will be the aggregate total of (a) and (b) above.

SACC Manual Clause [A0222T \(2014-06-26\)](#), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

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

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and

submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian goods.
The Bidder certifies that:

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.2.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "C"
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 75% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.2.3 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Canadian Military Journal, Canadian Defence Academy, Kingston, Ontario, Canada. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.2 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.

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of August 1, 2017 to July 31, 2018

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at anytime before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" Statement of Work, in the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Aaron Abela
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 33 City Centre Drive, Suite 480C
Mississauga, Ontario. L5B 2N5

Telephone: 905-615-2061
Facsimile: 905-615-2060
E-mail address: aaron.abela@pwgsc.gc.ca

Solicitation No. - N° de l'invitation
W4938-180096/A
Client Ref. No. - N° de réf. du client
W4938-180096

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40014

Buyer ID - Id de l'acheteur
tor015
CCC No./N° CCC - FMS No./N° VME

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *(To be completed by the bidder)*

Name: _____
Title: _____
Organization: _____
Address: _____

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

6.6 Payment

6.6.1 Basis of Payment- Limitation of Expenditure - Cumulative Total of all Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$____(to be specified at contract award)_____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.6.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.7 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 the work identified in the invoice is completed.

Each invoice must be supported by:

A copy of time sheets to support time claimed, if applicable;

A financial breakdown of each trip; and

A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

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

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

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

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

6.10 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;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, the signed Task Authorizations – via DND 626 Task Authorization form (including all of its annexes, if any)
- (f) Annex D, Additional Certifications;
- (g) the Contractor's bid dated (to be inserted at contract award) ,

6.11 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-04-16) Defence Contract

6.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

OR

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

6.13 Insurance

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance

ANNEX "A"

STATEMENT OF WORK

<p>1a) TITLE: Provide title, if applicable</p>	<p style="text-align: center;"><i>Canadian Military Journal</i></p>
<p>1b) OBJECTIVE: Objective of what is being printed</p>	<p>1.1 The <i>Canadian Military Journal</i> (herein known as the <i>Journal</i>) is the official professional publication of the Department of National Defence and the Canadian Armed Forces (DND/CAF). It serves as a forum for military professionals and the Canadian academic community to engage in informed discussions and debates, and in so doing, stimulates the intellectual growth and development of the DND/CAF. The <i>Canadian Military Journal</i> has been tasked with the broad purpose of informing both the Canadian and international public about defence issues in general, and about developments within the DND/CAF.</p> <p>1.2 The <i>Journal</i> is published quarterly in both official languages (English and French) under the authority of the Minister of National Defence and the direction of the Project Authority.</p> <p>1.3 Given that the <i>Journal</i> is the official professional journal of the DND/CAF, is a research and reference tool with a lengthy shelf life, and is widely distributed throughout the Executive Branches of the Canadian Government and internationally (universities, colleges and libraries), the publication will be designed with the knowledge that it will be printed at a library print quality level, in accordance with the Public Works and Government Services Canada (PWGSC) standards (ref 5.7.3. c.).</p>
<p>1c) SCOPE OF WORK: What is expected of the supplier</p>	<p>The contractor will be responsible for printing (flat sheet, 10 micron press) a maximum of four issues per year.</p>
<p>1d) DESCRIPTION: Brief description of item being printed. What is it used for? Who is it for?</p>	<p>Item being printed: The <i>Journal</i> is the official professional quarterly journal of the Department of National Defence and the Canadian Armed Forces (DND/CAF).</p> <p>What is it used for: The <i>Journal</i> serves as a forum for both military professionals and the Canadian academic community to engage in informed discussions and debates, and in so doing, stimulates the intellectual growth and development of the DND/CAF. The <i>Journal</i> has been tasked with the broad purpose of informing both the Canadian and international public about defence issues in general, and about developments within the DND/CAF.</p> <p>Who is it for: The <i>Canadian Military Journal's</i> readership is ever-increasing and includes a very broad international audience. The <i>Journal</i> reaches at least 98 accredited Canadian universities and a</p>

further 52 universities worldwide. At least 175 subscriptions go the US alone, including major universities, centres for strategic studies, and other military and governmental institutions. It is also subscribed by 125 national libraries in Canada and at least another 35 globally. It reaches all our MPs and Senators, all foreign military attachés in Canada, all Canadian military attachés abroad, and all staff, war, and defence colleges in all NATO countries, and most 'Canada friendly' powers, including Australia, Brazil, Argentina, Uruguay, New Zealand, India, Mongolia, Thailand, Singapore, and Japan, as well as varied and extensive individual global subscriptions.

Product:

1.1The *Journal* is an 8.5 x 11 inch, perfect bound publication with a rigid card stock cover. The artwork changes in every cover and is chosen and supplied (in high resolution electronic file) by the Project Authority. The cover is printed in a four colour process plus black and the artwork and publication title are highlighted by a spot gloss UV treatment. The cover background colour also changes with every issue in a rotation following the pattern below:

COLOUR	COLOUR CODE
Black	Black
Light Gray	20% Black
White	White
Dark Gray	40% Black

1.2The publication is printed on a flat sheet press and averages 180 pages (approximately 90 pages in both official languages). The English and French versions are bound in a manner that the reader needs only to invert the publication to read the other language in the upright position. The *Journal* will be constructed under the broad guidance that each issue will follow, but will not be limited by, the following basic format:

ARTICLE ELEMENTS	ELEMENTS PER ISSUE	WORD COUNT (approximate)
Editor's Corner	1	900
Valour Column	1 (as required)	800
Feature Articles	6 (average)	4000-7000 (each)
Book Reviews	3-4	900-1500 (each)
Opinion Piece	2 (average)	1500-2500
Commentary	1	2000
Letters to the Editor	1 (as required)	300

2) QUANTITY & TOTAL NUMBER OF PAGES:

One single print run of 6,300 copies per issue in a bilingual format.
NOTE: This number of copies may vary over the length of the contact down to 5,300 copies minimum.

Printed on: 2 sides of page

<p>3) SIZE:</p>	<p>What is the Trim or Finished Size? i.e. Finished size of book 8.5 x 11 inches</p>
<p>4) STOCK:</p>	<p>What type of paper is required for the job?</p> <ul style="list-style-type: none"> a. Cover: Supreme gloss 130lb; and b. Text: Supreme gloss 60lb. <p>100% recycled waste stock will be used as much as possible. When not available, a minimum of 10% post-consumer waste must be used. After award of contract, suggestions of substitute paper for an equivalent or better quality by the contractor will be required in writing, approved by the Project Authority and will be at no additional cost to the <i>Journal</i>.</p> <p>What is the weight of the paper?</p> <ul style="list-style-type: none"> c. Cover: 130lb; and d. Text: 60lb. <p>Coated paper? yes If yes: 2 sides</p> <p>Color of paper? Standard white</p> <p>Environmental Considerations Where the Contractor is involved in the recommendation and/or specification of printing requirements, the standards described below must be adhered to:</p> <ul style="list-style-type: none"> a. The Government of Canada requires that vegetable-based inks be specified whenever possible; b. The Government of Canada requires that paper stocks conforming to the following be specified whenever possible: The Government of Canada uses only paper stocks considered to be environmentally friendly. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this Contract, papers from manufacturers certified under the Environmental Choice Program (ECP) and/or ISO 14001 International Organization Standardization and/or Chain of Custody certification from a Forest Management Program such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS) will be acceptable for completion of work. c. The Contractor shall make every possible effort towards supplying print services that are the result of environmentally sound processes, without detracting from the appearance of said items. d. As a result of compliance with these regulations, applicable environmental logos will be displayed inside the cover of the <i>Journal</i>. e. The quality of work will be specified in the printing specifications as either informational or library in

	accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and/or "Quality Levels for Colour Reproduction" latest issues.
5) INK:	<p>Standard black for text pages: no</p> <p>Number of colors for the job: Cover – 4 colour process + 1 PMS 032 + overall polyester matte laminate 1 side (bleeds) + spot gloss UV on image and title; and Text – 4 colour process</p> <p>Use process colors (CMYK) only? Cover – no Text – yes</p> <p>If no, indicate PMS colors requested: Cover only – require PMS 032</p> <p>Indicate: Cover – Bleeds off of pages Text – No bleeds off of pages</p> <p>Cover stock is coated 2 sides; prints 4/4 with full bleed on the outside + overall Gloss AQ.</p>
6) MATERIALS SUPPLIED:	<p>Format and version files are supplied: InDesign V.4 with high resolution PDFs.</p> <p>Indicate: Email via contractor secure FTP site</p>
7) PROOFS:	<p>Proofs required: High resolution color proof</p> <p>If high resolution proof, indicate: Match proof</p> <p>Note to supplier: One set of proofs is standard and required for "sign-off" (included in the price)</p>
8) BINDING:	Perfect bound and shrink wrapping in bundles of five.
9) PACKAGING & LABELS:	<p>Special Instructions: The boxes will be labelled clearly and placed on the box to allow convenient recall and recognition when warehoused as follows:</p> <p>CANADIAN MILITARY JOURNAL</p>

	<p>VOLUME (volume number as a digit), NO. (number in volume series as a digit)</p> <p>All further labelling, such as boxes to individual units and subscribers, will be done by the Government of Canada Publications Depot.</p> <p><u>Note to supplier:</u> - Not exceed 35 lbs or approximately 16 kg. - Number of cartons must be listed. (i.e. 1 of 10, etc.) - Labels must indicate title of product, quantity, description of publication in each carton (or item number if applicable), address, special instructions</p>
<p>10) DELIVERY:</p>	<p>Three boxes of advanced copies will be sent directly to the Canadian Military Journal at:</p> <p>CANADIAN MILITARY JOURNAL CANADIAN DEFENCE ACADEMY 2 RIDOUT SQUARE PO BOX 17000, STATION FORCES KINGSTON, ON K7K 7B4</p> <p>Complete delivery to be made by the following dates of the years of the contract: Winter Issue – 21 December Spring Issue – 21 March Summer Issue – 21 June Fall Issue – 21 September</p> <p>Address to be delivered:</p> <p>DSCO 4 / DOCA 4 PUBLICATIONS 2140 PROM THURSTON DR OTTAWA, ON K1A 0K7</p> <p>Name of Department: Government of Canada Publications</p> <p>Depot Contact/Attention to: Mr. David Denner Phone: 613-998-4335</p> <p>Special instructions: Call David Denner prior to delivery.</p>
<p>ADDITIONAL NOTES TO SUPPLIER:</p>	<p>Given the nature of the historical photographs and cartographic images used in the <i>Journal</i>, the publication must be printed on a flat sheet press with 10 micron capability.</p>

ANNEX "B"

BASIS OF PAYMENT

The price must include all printing, any folding and collating required to assemble the pages in proper sequence, binding, packaging, labelling, shipping and offloading charges at the Government of Canada Publications Depot, Ottawa, Ontario.

1. Year 1 – August 1, 2017 to July 31, 2018

A minimum of 3 publications per year, with a maximum of 4 publications per year.

A minimum of 5,300 copies per print-run, with a maximum of 6,300 copies per print-run.

All inclusive unit price for the printing of each publication where each copy of the Military Journal is a minimum of 180 pages:

1.1 \$ _____ per copy x an estimated 6,300 copies per print-run x an estimated 4 publications per year: \$ _____

1.2 All-inclusive unit price for any additional pages to the above referenced 180 pages:

(a) \$ _____ per page x 4 pages x 6,300 copies per print-run x 4 publications: \$ _____

(b) \$ _____ per page x 8 pages x 6,300 copies per print-run x 4 publications: \$ _____

(c) \$ _____ per page x 12 pages x 6,300 copies per print-run x 4 publications: \$ _____

2. Option Year 1 – August 1, 2018 to July 31, 2019

A minimum of 3 publications per year, with a maximum of 4 publications per year.

A minimum of 5,300 copies per print-run, with a maximum of 6,300 copies per print-run.

All inclusive unit price for the printing of each publication where each copy of the Military Journal is a minimum of 180 pages:

2.1 \$ _____ per copy x an estimated 6,300 copies per print-run x an estimated 4 publications per year: \$ _____

2.2 All-inclusive unit price for any additional pages to the above referenced 180 pages:

(a) \$ _____ per page x 4 pages x 6,300 copies per print-run x 4 publications: \$ _____

(b) \$ _____ per page x 8 pages x 6,300 copies per print-run x 4 publications: \$ _____

(c) \$ _____ per page x 12 pages x 6,300 copies per print-run x 4 publications: \$ _____

Solicitation No. - N° de l'invitation
W4938-180096/A
Client Ref. No. - N° de réf. du client
W4938-180096

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40014

Buyer ID - Id de l'acheteur
tor015
CCC No./N° CCC - FMS No./N° VME

3. Option Year 2 – August 1, 2019 to July 31, 2020

A minimum of 3 publications per year, with a maximum of 4 publications per year.

A minimum of 5,300 copies per print-run, with a maximum of 6,300 copies per print-run.

All inclusive unit price for the printing of each publication where each copy of the Military Journal is a minimum of 180 pages:

3.1 \$ _____ per copy x an estimated 6,300 copies per print-run x an estimated 4 publications per year: \$ _____

3.2 All-inclusive unit price for any additional pages to the above referenced 180 pages:

(a) \$ _____ per page x 4 pages x 6,300 copies per print-run x 4 publications: \$ _____

(b) \$ _____ per page x 8 pages x 6,300 copies per print-run x 4 publications: \$ _____

(c) \$ _____ per page x 12 pages x 6,300 copies per print-run x 4 publications: \$ _____

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W4938-180096/A
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W4938-180096

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TOR-7-40014

Buyer ID - Id de l'acheteur
tor015
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ANNEX "C"

DND 626 TASK AUTHORIZATION FORM

See attached.

Solicitation No. - N° de l'invitation
W4938-180096/A
Client Ref. No. - N° de réf. du client
W4938-180096

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tor015
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ANNEX "D"

ADDITIONAL CERTIFICATIONS

Board of Directors

In accordance with Section 1, Integrity Provisions – Bidder, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name - _____

Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Bidders are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - _____

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Solicitation No. - N° de l'invitation
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W4938-180096

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File No. - N° du dossier
TOR-7-40014

Buyer ID - Id de l'acheteur
tor015
CCC No./N° CCC - FMS No./N° VME

ANNEX "1" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

Solicitation No. - N° de l'invitation
W4938-180096/A
Client Ref. No. - N° de réf. du client
W4938-180096

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40014

Buyer ID - Id de l'acheteur
tor015
CCC No./N° CCC - FMS No./N° VME

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		<p>Contract no. – N° du contrat</p> <hr/> <p>Task no. – N° de la tâche</p>
<p>Amendment no. – N° de la modification</p>	<p>Increase/Decrease – Augmentation/Réduction</p>	<p>Previous value – Valeur précédente</p>
<p>To – À</p>	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
<p>Delivery location – Expédié à</p>	<p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">for the Department of National Defence pour le ministère de la Défense nationale</p>	
<p>Delivery/Completion date – Date de livraison/d'achèvement</p>	<p>_____</p>	
<p>Contract item no. N° d'article du contrat</p>	<p>Services</p>	<p>Cost Prix</p>
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p style="text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

**Instructions for completing
DND 626 - Task Authorization**

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.