



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Pacific Region

401 - 1230 Government Street
Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

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

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 - Pacific
Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

Title - Sujet Tailoring Services	
Solicitation No. - N° de l'invitation W0103-176729/B	Date 2017-08-29
Client Reference No. - N° de référence du client W0103-176729	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-249-7312	
File No. - N° de dossier VIC-6-39103 (249)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-15	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Cress, Christine	Buyer Id - Id de l'acheteur vic249
Telephone No. - N° de téléphone (250) 514-9294 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT STN FORCES P.O.BOX 17000 VICTORIA British Columbia V9A7N2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
vic249
CCC No./N° CCC - FMS No./N° VME

This bid solicitation cancels and supersedes previous bid solicitation number W0103-176729/A, dated 2017-05-30 with a closing of 2017-07-04 at 02:00 PM (PDT). A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

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ANNEX "A" - STATEMENT OF WORK

ANNEX "B" - BASIS OF PAYMENT

ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

ANNEX "D" to PART 3 OF THE BID SOLICITATION – ELECTRONIC PAYMENT INSTRUMENTS

ANNEX "E" - INSURANCE REQUIREMENTS

ANNEX "F" - DND 626 TASK AUTHORIZATION FORM

ANNEX "G" – INFORMATION REQUESTED WITH YOUR BID.

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 Security Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

The Department of National Defence (DND) requires the services of a contractor to provide on-site and off-site tailoring to Clothing Stores, Canadian Forces Base (CFB) Esquimalt, Victoria BC. Uniforms are to be fitted at Clothing Stores; major alterations made at the Contractor's off-base site; and delivered back to Clothing Stores. Small tasks such as sewing on badges and buttons, sewing/reinforcing seams, and hemming pants are to be performed on-site in accordance with the Statement of Work in Annex A of the solicitation.

The period of the contract is from date of contract to December 31 2018, with options to extend for 2 additional one-year periods.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

The requirement is limited to 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>) 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.

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.

2.2.1 Prices - Items

Bidders must submit firm prices for all items listed in Annex "B".

2.2.2 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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.

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 "D" Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.3 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

To be responsive a bid must meet all of the following mandatory evaluation criteria. If your supporting documentation is not enclosed with your tender at solicitation closing, your documentation must be received within three (3) working days of request by the Contracting Authority. Failure to comply with the request may result in the bid being found non-responsive.

MANDATORY CRITERIA	MET	NOT MET	Specific location in your bid where the information can be found, of referenced documents that demonstrates criteria met, including the document title, page number and paragraph/subparagraph number.
<p>M1. Firm's Experience. Bidder must have a minimum of 3 years of relevant experience within the last 10 years.</p> <p>Names of previous clients (at least 2 references), including contact information.</p>			
<p>M2. Proposed Resources. Each of the proposed resources must have a minimum of 1 year of relevant experience within the last three 3 years.</p>			
<p>M3. Equipment Capability. Must have access to sufficient equipment to perform the Work. The minimum is:</p> <ul style="list-style-type: none"> - 2 industrial strength sewing machines; - 1 serger or overlock machine; - 1 blind hemmer; - 2 steam irons. <p>Bidder must provide proof of equipment by submitting one or more of the following:</p>			

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<ul style="list-style-type: none"> – paid invoices for purchased equipment <OR> – photos and a list of inventory, which can be verified if necessary through a site visit by the Technical Authority. <p>Inventory must be sufficient to complete both the on-base and off-base portions of the Work.</p>			
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4.1.1.2 Point Rated Technical Criteria

POINT-RATED CRITERIA	MAXIMUM POINTS	SCORE (POINTS ASSIGNED)
<p>R1. Turnaround times. Adequacy of turnaround times for both on-site and off-site services.</p> <p>Reference from past projects will be contacted for estimated turnaround times.</p> <p>Scoring Scale: 0 points – On time 50% or less overall; 50 points - On time 51-75% overall; 75 points - On time 76-90% overall; 100 points - On time 91-100% overall.</p>	100	
<p>R2. Accuracy.</p> <p>Reference from past projects will be contacted for estimated average number of items returned for deficiencies as a % of total items.</p> <p>Scoring Scale: 0 points - Number of returns per month >25% of total. 50 points - Number of returns per month 11-25% of total. 75 points - Number of returns per month 5-10% of total. 100 points - Number of returns per month 0-4% of total.</p>	100	
<p>R3. Firm Experience.</p> <p>Relevant experience of the firm beyond the 3 years mandatory experience and within the last 20 years.</p> <p>Scoring Scale: 3 points for each additional year beyond the 3 years mandatory experience and within the last 20 years.</p>	33	

<p>R4. Proposed Resources and Relevant Experience and/or Training.</p> <p>Proposed Personnel's educational background, years of experience, professional affiliation(s) if any, technical qualification(s), equipment proficiency/training, other relevant training.</p> <p>Identify the personnel proposed and include their name, title, duties, along with a supporting resume detailing their educational background, years of experience, professional affiliation(s) if any, technical qualification(s), equipment proficiency/training, other relevant training.</p> <p>Scoring Scale:</p> <ul style="list-style-type: none"> – 5 points for each additional year of experience beyond the 1 year mandatory experience and within the last 30 years; – 10 points for a Diploma or Certificate in tailoring or related field i.e. sewing, couture, fashion design, etc. with a minimum of 200 hours compulsory instruction. (Copies of Certificates of Qualification are requested with your bid.) 	65	
<p>TOTAL SCORE:</p>	298 total available points	

4.1.2 Financial Evaluation

The bidder's firm unit prices will be multiplied by the corresponding estimated annual usages, except where otherwise noted, to establish an extended price for all years. The aggregate value is the sum of all extended prices.

4.1.2.1 SACC Manual clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of 113 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 150 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 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>), 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 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 services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6(9), Example 2, of the Supply Manual.

5.2.3.1.1 SACC Manual clause A3050T (2014-11-27), Canadian Content Definition.

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.3 Rate or Price Certification

The Bidder certifies that the price proposed

- a. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- b. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and
- c. does not include any provision for discounts to selling agents.

5.2.3.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 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.

7.1.1.1 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 Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex "F".
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 Technical Authority, within two (2) 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 Technical 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.

7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$40,000.00
Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

Here is a breakdown of the quarterly periods:

First quarter: July 1 to September 30;
Second quarter: October 1 to December 31;
Third quarter: from January 1 to March 31;
Fourth quarter: from April 1 to June 30.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the quarter.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.1.5 Task Authorization - Department of National Defence (DND)

The administration of the Task Authorization process will be carried out by the Administrative Authority at DND. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 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>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity)

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
- (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31 2018 inclusive.

7.4.2 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-year period(s) 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 least thirty (30) calendar days 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christine Cress
Public Works and Government Services Canada
Pacific Region, Acquisitions
401 – 1230 Government St
Victoria, BC V8W 3X4
Telephone: 250-514-9294
Facsimile: 250-363-0395
E-mail address: Christine.Cress@pwgsc.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.

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VIC-6-39103

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vic249
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7.5.2 Technical Authority

The Technical Authority for the Contract is: *(to be determined at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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

7.5.3 Service Site Authority

The Service Site Authority for the Contract is: *(to be determined at contract award)*

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

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

or their delegated representative.

7.5.4 Administrative Authority (Client department) *(to be determined at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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7.5.5. Contractor's Representative (*Bidder, Fill in or delete as applicable.*)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-____
Facsimile: ____-____-____
E-mail address: _____

7.6 Identified Users

The Identified Users authorized to issue task authorizations against the Contract are: (*to be determined at contract award*)

Base Logistics
Canadian Forces Base Esquimalt
Department of National Defence
Victoria, BC V9A 7N2

7.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.8 Payment

7.8.1 Basis of Payment – Per diem on-site service (TABLE 1 in Annex “B”)

For the Work described in the Statement of Work in Annex “A” for the per diem on-site service:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with TABLE 1 in the Basis of Payment in Annex “B”, to a limitation of expenditure of \$100,000.00. Customs duties are included and Applicable Taxes are included.

7.8.1.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$100,000.00. Customs duties are included and Applicable Taxes are included.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

7.8.2 Basis of Payment - Limitation of Expenditure - Task Authorizations (TABLES 2 and 3 in Annex "B")

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 TABLES 2 and 3 in 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 included.

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.

7.8.3 Method of Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

<OR>

SACC Manual clause H1008C (2008-05-12), Monthly Payment

7.8.4 SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.8.5 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)

7.8.6 Time Verification

SACC Manual clause C0711C (2008-05-12), Time Verification

7.9 Invoicing Instructions

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

On-Base Tailoring Services:

Each invoice issued for on-based tailoring services must:

- (a) Be submitted mid-month and at the end of the month, for services delivered on-base for that previous period;
- (b) Be itemized by resource category, number of days worked, and the per diem rate; and
- (c) Be supported by a copy of time sheets to support the time claimed.

Off-Site Tailoring Services:

Each task authorization issued for off-site tailoring services must:

- (a) Be invoiced separately upon completion. The invoice must show the reference Contract and Task Authorization numbers; and
 - (b) Services must be itemized to include:
 - (i) contract item number as specified in Annex B,
 - (ii) quantity of work completed,
 - (iii) unit cost,
 - (iv) extended cost, and
 - (v) total invoice cost.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.10 Certifications and Additional Information

7.10.1 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.

7.10.2 SACC Manual Clause A3060C (2008-05-12), Canadian Content

7.11 Applicable Laws

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

7.12 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 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) Annex "E", Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

7.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "E". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.14 SACC Manual clause

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

ANNEX "A" - STATEMENT OF WORK

1. Introduction

The Department of National Defence (DND) requires the services of a contractor to provide on-site and off-site tailoring to Clothing Stores, Canadian Forces Base (CFB) Esquimalt. Uniforms are to be fitted at Clothing Stores; alterations made at the Contractor's off-base site; and delivered back to Clothing Stores. Small tasks such as sewing on badges and buttons, sewing/reinforcing seams, and hemming pants are to be performed on-site.

2. Background

The Department of National Defence (DND) at Canadian Forces Base (CFB) Esquimalt has a requirement for tailoring services for military personnel, support staff at the base, cadets, Rangers, and any visiting dignitaries as required.

CFB Esquimalt is the site of Royal Canadian Navy on the west coast. There are several military exercises each year. The exercises involve large groups of soldiers training for weeks or months approximately 4 - 6 times per year. The peak period for these exercises is April to November. During these exercises, and for any other Military events scheduled on site, DND requires the services of a tailor/seamstress. Due to the operation's tempo, it is required that the large volume of tailoring work to be completed in a very short timeline. Besides the exercises, there is a daily flow of 120-150 customers through the Clothing Store and 75% of them will require tailoring services. There will also be national changes to the uniforms that will happen and will require tailoring services.

2. Scope

a) On-site services include:

- accurate measurement services for uniforms that will be altered off-site; and
- repairs taking no longer than 20 minutes and can be done with on-site equipment
- sewing insignia onto uniforms, where the lining does not need to be opened;
- sewing on buttons;
- sewing/reinforcing seams;
- hemming pants;
- provide and sew Velcro on to uniforms;
- sewing slip-ons closed with or without tabs.

b) Off-site services include:

- minor alterations and repairs of DND uniforms, and
- sewing insignia onto dress uniforms.

c) All work must conform to CF Dress Regulation Policy, or as directed by the Technical Authority.

Major alterations of uniforms, custom manufacture for special sizes, tailoring of mess dress, and court mounting of medals are not within the scope of this requirement.

3. Terminology

On-Base Worksite: Working space provided to the Contractor, located at Clothing Stores, CFB Esquimalt

Technical Authority: The individual responsible for the technical content of the requirement and is authorized to approve all services listed in this Contract. During the Technical Authority's absence (holidays, illness, etc), the name of a designate will be provided to the Contractor.

Service Site Authority: Clothing Stores individual responsible to the Technical Authority who is only authorized to approve on-site services.

Contract Administrator: The individual responsible for administering the Contract, including liaising with the PWGSC Contracting Authority, and following up on invoice payments.

Member: The individual whose uniform is tailored to fit. The Member is not authorized to request services directly from the Contractor, and must request tailoring services from Clothing Stores.

4. Resource Requirements

4.1 Manager or Supervisor

The Contractor must assign a Manager or Supervisor to be the primary point of contact for all work performed under this contract, including:

- Participate in kick-off meeting and subsequent quarterly meetings.
- coordinating the pick-up of uniforms requiring alteration and delivery back to the Technical Authority.
- ensuring that the Work, both on-base and off-base, is performed in accordance with the specification.

During the Manager or Supervisor's absence (holidays, illness, etc), the Contractor will provide the Technical Authority with the name of a designate authorized to perform this function.

4.2 On-Base Tailoring Services

The Contractor must provide the services of an on-base Tailor or Seamstress to provide the services listed in paragraph 2a. Fittings and Measurements must be conducted by a qualified resource with a minimum of two years tailoring experience.

DND reserves the right to request an alternate resource if, in the opinion of the Technical Authority, the resource assigned by the Contractor is not performing to an acceptable standard.

On-Base Tailoring Services are to be performed as requested by the Technical Authority. Work will be performed during the operating hours of Clothing Stores, which is generally Monday to Friday, 07:30 – 12:00 and 13:00 – 15:30, excluding statutory holidays.

The daily rate is an all-inclusive per hourly rate, including measuring, tailoring work, and materials for Tailoring services during a 7 hour day at the On-Base Worksite. Services performed for less than a day will be prorated as annotated by Technical Authority. Contractor will be given a minimum of 48 hours' notice if on-site tailoring is not required.

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The Contractor will be paid an hourly rate for the days on site as identified in the Contract regardless of the workload, as long as the on-site Tailor or Seamstress is present those days as requested. Items repaired or altered on site will not be billed in addition to the hourly rate.

The Contractor must provide a qualified replacement for the on-base Tailor or Seamstress in the event of absence.

During high-volume periods, an additional on-base Tailor or Seamstress will be required. The additional resource must have a minimum of one year of tailoring experience. If requested by the Technical Authority, the Contractor must provide the additional resource upon 48 hours' notice.

4.3 Off-Site Tailoring Services

All other alterations must be performed at the Contractor's off-site work location. The Contractor must provide sufficient qualified Tailors and/or Seamstresses to complete the Work within required timelines.

The Contractor must pick up and deliver uniforms to the Technical Authority at:

Base Logistics Clothing Stores
Canadian Forces Base Esquimalt
Building 211, HMC Dockyard
Victoria, BC V9A 7N2
Contact OPI: IC Clothing Stores
Phone: 250-363-5776

At no time will uniforms whose alterations are covered by this contract be dropped off or picked up from the Contractor's off-base work location by any DND personnel.

All items requiring off-site tailoring or alteration services will have a *DND 2162 Clothing/ Footwear: Repairs or Alterations* form attached for tracking purposes. The Contractor must ensure that the form remains attached to the clothing article at all times.

5. Technical Specifications

See Appendix I

6. Service Requests – Off Site Services

a) DND 626

Each shipment requiring Off-Site Services will be accompanied by a *DND 626 Task Authorization* form itemizing the Work approved by the Technical Authority. If there is a discrepancy between the DND 626 form and the DND 2162 chit attached to the garment, the DND 626 form will take precedence.

If the Contractor is of the opinion that additional billed work is necessary to complete the alteration, the Contractor may bring this to the attention of the Technical Authority, but must not proceed until the additional work is authorized in writing.

If the Contractor is of the opinion that the DND 626 form contains an error in describing the Work, the Contractor must contact the Technical Authority immediately. The Contractor is not authorized to add or modify the work listed on the chit or the DND 626.

Unless otherwise annotated on the DND 626, off-site work is expected to be returned after 5 working days.

b) Inspection

Each shipment will be counted and inspected by both the Technical Authority and the Contractor before releasing the shipment to the Contractor, and upon return to DND.

Previous damage found during inspection will be annotated on the garment's chit. If hidden damage is discovered during the performance of the Work, the Contractor must contact the Technical Authority immediately. No work should be performed on damaged items unless approved in writing by the Technical Authority.

c) Re-Alteration

Should a completed alteration be deemed unsatisfactory by the Technical Authority or his delegate, the Contractor must re-alter the garment at no additional cost to DND, and return it to the Technical Authority within two (2) working days.

Due to DND's operational nature, the member may be unavailable to pick up the article for an extended period of time. Alterations found to contain faulty workmanship or fitting errors on the member's return must be corrected at no cost to DND.

If the article does not fit due to the member gaining or losing weight, the rework will be at DND's expense.

7. Invoicing

Invoices are to be submitted as follows:

a) On-Base Tailoring Services

Invoices are to be submitted mid-month and at the end of the month, for services delivered on-base for that previous period. They must be itemized by resource category, number of days worked, and the hourly rate.

b) Off-Site Tailoring Services

Each Task Authorization must be invoiced separately upon completion. The invoice must show the reference Contract and Task Authorization numbers; services must be itemized to include: contract item number as specified in Annex B, quantity of work completed, unit cost, extended cost, and total invoice cost.

8. Contractor Supplied Equipment and Materials

The Contractor must provide all equipment (sewing machines, steam presses, etc.) at the On-Base Work Site and the Contractor's off-base work location, at no cost to DND.

The Contractor will be responsible for maintaining and repairs of all equipment, at no cost to DND.

The Contractor must supply all consumables (including threads, needles, etc), required in the performance of the Work.

The contractor will provide all Velcro required for clothing items and badges

9. Government Furnished Facility and Materials

9.1 On-Base Work Site

The Contractor will be provided an On-Base Worksite to conduct fittings and perform small uniform repairs at no cost. This work site must be used only for work related to this Contract.

Inspection of Premises: The On-Base Work Site is to be kept clean and sanitary and is to be open for inspection by the Base Logistics Officer or his/her designate. The Contractor must comply with all building monthly fire and safety inspections. If the work site is found to be noncompliant, the Contractor will be given 48 hours to correct the conditions in accordance with direction from the Base Logistics Officer or his/her designate. The Contractor will not be permitted to accept work, and will not be paid the per hourly rate during that period.

9.2 Parking

There is temporary parking located at the On-Base Work Site for loading and unloading.

9.3 Materials

DND will provide all uniforms, overcoats, raincoats, gold nylon rank braid, badges, name tags, flashes, buttons, slip-ons and armlets as required.

10. Response Time

The Contractor must complete routine alterations and deliver back to Clothing Stores within five (5) working days from pick up, unless otherwise approved by the Technical Authority.

The Contractor must complete urgent alterations and deliver back to Clothing Stores within 24 hours from pick up, unless otherwise approved by the Technical Authority.

If unable to meet the agreed delivery date, the Contractor must notify the Technical Authority of the reason for delay, and provide the date by which the Work will be delivered.

For any alterations outstanding with the Contractor more than ten (10) working days past the agreed delivery date will be considered lost. The Contractor will reimburse Canada the value of any items considered lost by the Technical Authority.

Appendix 1 to Annex "A" - Technical Requirements

1. REFERENCE DOCUMENTS

A-DH-265-000/AG-001 Canadian Forces Dress Instructions dated 2011-06-01. The Contractor will be provided with updates as they are released.

2. MATERIAL SPECIFICATIONS

a. Thread

- i. For seaming, stitching, bar tacks and felling

The thread must be polyester, cotton-covered conforming to CAN/CGSB-4.131-93, Type I, no lighter than R27 Tex (Size 120) nor heavier than R40 Tex (Size 80), or polyester conforming to CAN/CGSB-4.139-94, no lighter than R18 Tex (Size 180) nor heavier than R30 Tex (Size 100).

- ii. For buttonholes and eyelets

The thread must be polyester conforming to CAN/CGSB-4.139-94, R35 Tex (Size 80); or polyester cotton-covered conforming to CAN/CGSB-4.131-93, R40 Tex (Size 80-90), Type I.

- iii. Thread Colour

The thread colour must match the shell material or the lining material as appropriate.

b. Fusible interlining

The fusible interlining must conform to Specification DSSPM 2-2-80-152 as follows:

- Base fabric Type III;
- Dot pattern 1C;
- Resin concentration 1D; and
- Tolerance of +/- 5% on mass and yarns/cm.

The colour of the fusible interlining must be black or grey. Fusing conditions must be those recommended by the fusible interlining supplier.

3. TAILORING SPECIFICATIONS

a. Service Dress Jacket or Coat, Male and Female, Winter/Summer, including Maternity

- i. Shorten or Lengthen Sleeves:

If the sleeves are shortened the sleeve lining must be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling polyester or polyester cotton size "C" or "D" must be used. In the lengthening, the bottom of the lining may have to be pieced depending on the extra length required. The material is to be of exact match.

ii. Take-in or Let-out Sides and or Back:

After the seams have been let out or taken in, all loose ends of thread must be removed, the old seam creases pressed off and the seams pressed open.

iii. Enlarge Armholes (Deepen or Reduce Back):

The sleeve lining must be opened, the armholes enlarged and the lining felled. Number of stitches and thread used to be as per paragraph 3.a.i.

iv. Lower Collar:

The top and under collar must be ripped open at the back from lapel crease to lapel crease. The under collar must be placed at the desired height and felled. The top of the garment must be securely tacked to the under collar from gorge to gorge and the top collar felled. Number of stitches and thread used to be as per paragraph 3.a.i.

v. Shorten Collar:

The bottom edge of the under collar must be ripped from lapel crease to lapel crease and the right side of the top collar must be ripped at the top and bottom edge within 2.5 cm of the left lapel crease. The shoulder must be ripped to within 2.5 cm of the sleeve head seam and taken in the necessary amount. The shoulder seam must be pressed open, the lining basted at the shoulders and felled on the top of the lining and tacked to the top of the shell. The under collar must be properly measured. The surplus cut off at the centre and joined. The under and top collar must then be replaced and finished in their original manner. Number of stitches and thread used to be as per paragraph 3.a.i.

vi. Shorten Jacket:

Shorten as required, tape, blind fell and finish in its original manner.

vii. Shorten or Lengthen Coat

Shorten or lengthen as required, tape, blind fell and finish to its original pattern.

b. Service Dress Trousers, Male and Female Winter/Summer, including Maternity

i. Shorten or Lengthen

Rip bottom leg, shorten or lengthen as needed and blind fell by hand or machine. If lengthened, old creases are to be pressed out. Garment to be free of loose threads. If necessary, seam a piece of material 2" (5 cm) in width to the bottom of the leg. The material used must be of a matching shade, and the bottom must be blind felled by hand or machine.

ii. Seat Seam

Clean all loose threads and press open. If the waist was let out, the old seam creases are to be pressed out.

iii. Take-in or Let-out Waist

Take-in or let-out as required. Rip the seat seam, clean all loose threads, and press open. If the waist was let out, the old seam creases must be properly pressed out.

iv. Waistband

Raise or lower waistband

v. Breech or Crotch

Reduce or increase breach as necessary.

vi. Zipper

Repair or replace. (Zippers provided by Contractor) Replacement zippers must be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.

c. Shirt (male and female); Service Dress, including Maternity Shirts

i. Take-in or Let-out Sides

After the seams have been taken in or let out, all loose ends of thread must be removed, the old seam creases pressed off and the seams pressed on.

ii. Cuffs

Shorten in accordance with the Dress Manual.

d. Skirt, Service Dress

i. Take In or Let Out

Take in or let out the waist and hips by opening the waist band and letting out the side seams. The old creases must be properly pressed out, all loose thread ends removed and the side seams pressed open.

ii. Lengthen or Shorten

Rip felling of bottom hem and lengthen or shorten the required amount. The bottom creases must be properly pressed out, the hem turned and blind-stitch felled either by hand or machine. If lengthening, a false hem may be required.

iii. Zipper

Repair or replace. (Zippers provided by Contractor) Replacement zippers must be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.

iv. Waistband

Raise or lower waistband.

e. Badges, Rank and Insignia

All removed badges, rank and insignia must be returned with the original article.

i. NCM Rank insignia

Sew on or replace, two per garment. Placement of insignia must be in accordance with the Dress Manual. Insignia must be sewn on service dress tunics using appropriately coloured thread, either by hand or by machine stitching through the shell material only.

ii. Officers Navy Gold Braid or Air Force Silver/Grey and Medical Officers insert

Sew Officers (gold) braid on sleeve of service dress jacket, two per garment. Braid must be pre-shrunk prior to application. Back sleeves must be opened and rank sewn on as per Reference 1, machine sewn with stitches not appearing through lining of garment.

The hem of the sleeve must be tacked all around; lining re-sewn by hand or machine, then sewn closed.

iii. Naval Trade Badges

Sew on or replace on lapel, two per garment. All badges must be sewn using appropriately coloured thread.

iv. Qualification Trade (Army/AirForce) and Specialty Badges

Sew on or replace single, one per garment. All badges must be sewn using appropriately coloured thread.

v. Canada Flag Badges

Sew on or replace, two per garment. All badges must be sewn using appropriately coloured thread.

vi. Remove Badges, Insignia or Officers Braid

All the loose cut ends of thread must be removed.

vii. Bowler Cap Badges

Removal of band and sew on cap badge and reattach band. All badges must be sewn using appropriately coloured thread.

viii. Bowler officer Braid.

Removal of band and sew on cap badge, braid and reattach band. All badges must be sewn using appropriately coloured thread.

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ix. Delivery Specifications

Alteration and tailoring services are to include the pressing of garments in the affected areas, as required. Clothing items are to be returned on clothes hangers unless other instructions are given.

ANNEX "B" - BASIS OF PAYMENT

Breakdown of pricing periods:

Contract Period	For the period commencing date of contract to December 31 2018.
Option Period 1 (CANADA OPTION)	For the period commencing January 01 2019 to December 31 2019.
Option Period 2 (CANADA OPTION)	For the period commencing January 01 2020 to December 31 2020.

BASIS OF PRICING:

- Firm Unit Prices are quoted in Canadian Dollars.
- Firm Unit Prices do not include GST. GST will be applied as a separate line item to any invoice issued as a result of a Contract.
- Firm Unit Prices are quoted delivered FOB Destination - Department of National Defence, CFB Esquimalt, Victoria BC and include all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.
- The Firm Unit Prices shall include all labour, overhead, tools, materials, equipment, manuals, travel and living costs, transportation, and supervision required to do the Work. No other charges will be allowed.

TABLE 1 – Services provided by on-site tailor or seamstress					
Item	Description	Estimated Annual Usage	Firm Unit Price (Contract Period)	Firm Unit Price (Option Period 1) (CANADA OPTION)	Firm Unit Price (Option Period 2) (CANADA OPTION)
		A	B	C	D
			\$ _____ per day	\$ _____ per day	\$ _____ per day
					A x (B + C + D)
1	Services of an on-site Tailor or Seamstress. The resource must have at least 2 years of experience providing tailoring services, including fittings and measurements.	250 days			
2	Services of an additional on-site Tailor or Seamstress. The resource must have at least 1 year of experience providing tailoring services.	30 days			

TABLE 2 – Tailoring services performed at off-base location (on an “as and when requested” basis through task authorization(s) issued)						
Item	Description	Estimated Annual Usage	Firm Unit Price (Contract Period)	Firm Unit Price (Option Period 1) (CANADA OPTION)	Firm Unit Price (Option Period 2) (CANADA OPTION)	EXTENDED PRICE A * (B + C + D)
ALL SERVICES LISTED IN TABLE 2 ARE PRICED ON A PER GARMENT BASIS, UNLESS OTHERWISE STATED.						
Service Dress Jacket or Coat, Male and Female, Winter/Summer						
3	Taking in side seams	200	\$	\$	\$	
4	Letting out side seams	200	\$	\$	\$	
5	Removal of excess material just below the back of the collar, often referred to as “raising the back”	300	\$	\$	\$	
6	Deepening of the armhole	300	\$	\$	\$	
7	Taking in the centre back	50	\$	\$	\$	
8	Letting out the centre back	50	\$	\$	\$	
9	Shortening the sleeves	200	\$	\$	\$	
10	Lengthening the sleeves	200	\$	\$	\$	
Service Dress Trousers/Slacks, Male and Female, Winter/Summer						
11	Shorten pant legs	450	\$	\$	\$	
12	Lengthen pant legs	100	\$	\$	\$	
13	Increasing the trouser waist	400	\$	\$	\$	
14	Decreasing the trouser waist	200	\$	\$	\$	
15	Letting out the thigh	400	\$	\$	\$	
16	Raise waist band	5	\$	\$	\$	
17	Take in or let out seat	200	\$	\$	\$	
18	Take in or let out crotch	100	\$	\$	\$	
19	Replace zipper	3	\$	\$	\$	
Skirts, Women's Service Dress						
20	Raising the skirt length	20	\$	\$	\$	
21	Lowering the skirt length	20	\$	\$	\$	
22	Taking in side seams	5	\$	\$	\$	
23	Letting out side seams	5	\$	\$	\$	
24	Increasing the waist	20	\$	\$	\$	
25	Decreasing the waist	20	\$	\$	\$	

Maternity – Service Dress						
26	Shortening the tunic sleeves	25	\$		\$	
27	Lengthening the tunic sleeves	25	\$		\$	
28	Taking in the tunic sides	5	\$		\$	
29	Letting out the tunic sides	5	\$		\$	
30	Shorten the trouser legs	25	\$		\$	
31	Lengthen the trouser legs	25	\$		\$	
32	Take in the trouser waist	5	\$		\$	
33	Let out the trouser waist	5	\$		\$	
34	Take in the trouser side seams	25	\$		\$	
35	Let out the trouser side seams	25	\$		\$	
36	Let out the trouser thighs	25	\$		\$	

Other Services						
37	Miscellaneous minor repairs of Canadian Forces items, not elsewhere listed. The TA will submit a Statement of Work to the Contractor, identifying the work to be completed, the specification, quantity, and "required by" date. The Contractor will provide a fixed price quote in accordance with the hourly rate listed. If approved, the Technical Authority will issue a Task Authorization. The invoiced amount must not exceed the hourly rate listed in the Contract multiplied by the number of hours listed on the Contractor's quote.	100 hours	\$	/per hour	\$	/per hour
38	Materials required to complete Miscellaneous minor repairs will be reimbursed at cost, plus a mark-up of _____ percent. All reimbursements for materials must be supported with receipts. Col E for Item 38 calculated as follows : Col A times [(1 plus markup percentage offered in Col B) plus (1 plus markup percentage offered in Col B) plus (1 plus markup percentage offered in Col C)] equals Col E.	\$1,000.00		_____%		_____%

39	Surcharge to complete urgent alterations and deliver back to Clothing Stores within 24 hours from pick up.	36 uniforms	\$ _____/uniform	\$ _____/uniform	\$ _____/uniform
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TABLE 3 – Sewing rank on Service Dress Jacket or Coat at off-base location (on an “as and when requested” basis through task authorization(s) issued)					
Item	Description	Estimated Annual Usage	Firm Unit Price (Contract Period)	Firm Unit Price (Option Period 1) (CANADA OPTION)	EXTENDED PRICE (Option Period 2) (CANADA OPTION)
AIR FORCE					
40	General Officer (General, Lieutenant-General, Major-General, Brigadier-General)	1	\$ _____	\$ _____	\$ _____
41	Senior Officer (Colonel, Lieutenant-Colonel, Major)	50	\$ _____	\$ _____	\$ _____
42	Junior Officer (Captain, Lieutenant, Second-Lieutenant)	150	\$ _____	\$ _____	\$ _____
43	Officer Cadet	25	\$ _____	\$ _____	\$ _____
ARMY					
44	General Officer (General, Lieutenant-General, Major-General, Brigadier-General)	1	\$ _____	\$ _____	\$ _____
45	Senior Officer (Colonel, Lieutenant-Colonel, Major)	50	\$ _____	\$ _____	\$ _____
46	Junior Officer (Captain, Lieutenant, Second-Lieutenant)	150	\$ _____	\$ _____	\$ _____
47	Officer Cadet	25	\$ _____	\$ _____	\$ _____
NAVY					
48	Flag Officer (Admiral, Vice-Admiral, Rear-Admiral, Commodore)	2	\$ _____	\$ _____	\$ _____
49	Senior Officer (Captain, Commander, Lieutenant-Commander)	100	\$ _____	\$ _____	\$ _____
50	Junior Officer (Lieutenant, Sub-Lieutenant, Acting Sub-Lieutenant)	300	\$ _____	\$ _____	\$ _____
51	Naval Cadet	50	\$ _____	\$ _____	\$ _____
Other Ranks					
52	Sew on “Other Rank” rank badges on upper arm	200	\$ _____	\$ _____	\$ _____
53	Sew on “Other Rank” rank badges on lower arm	400	\$ _____	\$ _____	\$ _____
Related Services					
54	Remove braid, pips or crowns	300	\$ _____	\$ _____	\$ _____
55	Sew on other badges (Canada, flying, specialist, occupation) – not through lining, PRICE PER BADGE. (off-site only if other alterations are required for the same garment.)	2,000	\$ _____	\$ _____	\$ _____
56	Remove badges or rank (off-site only if other alterations are required for the same garment.)	400	\$ _____	\$ _____	\$ _____

57	Bowler – cap badge		125	\$		\$		\$
58	Bowler – officer braid		50	\$		\$		\$
59	Zipper replacement – coveralls, floater coats & CADPAT items		200	\$		\$		\$
60	VELCRO – shaping for Air Force patches		100	\$		\$		\$
61	sewing Velcro on NCD Arm Pockets to accommodate deployment patches		2500	\$		\$		\$

EVALUATED PRICE:

Description	Extended Price
Contract Period	\$
Option Period 1 (CANADA OPTION)	\$
Option Period 1 (CANADA OPTION)	\$
TOTAL AGGREGATE BID PRICE (ALL PERIODS):	\$

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ANNEX “C” - SECURITY REQUIREMENTS CHECK LIST

See attached PDF.

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<p>ANNEX “D” to PART 3 OF THE BID SOLICITATION –</p> <p>ELECTRONIC PAYMENT INSTRUMENTS</p>
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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)

ANNEX "E" - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c.J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-
6042, Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$8,000.00 per occurrence. Government Property must be insured on an Actual Cash Value (depreciated cost) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however Caused.

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Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30)days written notice of cancellation.

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ANNEX "F" - DND 626 TASK AUTHORIZATION FORM
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See attached PDF.

ANNEX "G" - INFORMATION REQUESTED WITH YOUR BID
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All of the following items should be submitted with your bid to facilitate evaluation in a timely manner:

- 1) A Procurement Business Number (PBN) in accordance with the details included herein.
The Bidder's PBN: _____
- 2) A completed and signed copy of front page of this Request for Proposal.
- 3) A letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "E" <OR> the certificate of insurance containing details of the insurance coverage and confirming that the insurance is in force to meet the insurance requirements specified at Annex "E" herein.
- 4) A completed Former Public Servant certification as included at Article 2.3 herein.
- 5) Compliance with the mandatory requirements specified at Article 4.1.1.1 – Mandatory Evaluation Criteria herein, including all supporting documentation. Please address these criteria in your proposal as proposals will be evaluated based on all the mandatory requirements at 4.1.1.1.
- 6) Only if applicable, a Declaration of Convicted Offences specified at Articles 5.1.1 Integrity Provisions herein.
- 7) In accordance with Article 5.2.1, a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation.
- 8) A valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC), specified at Article 7.3 herein. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 9) For all personnel requiring access to sensitive work site(s), a valid personnel security screening at the level of RELIABILITY STATUS. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 10) The Contractor's Representative(s) contact information specified at Article 7.5.5:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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- 11) A completed Annex "D" Electronic Payment Instruments, if applicable.
- 12) A completed Basis of Payment as specified in Annex "B". To ensure consistency of information provided, all cost information should be submitted in accordance with the format provided in Annex "B".
- 13) List of Proposed Subcontractors –
Knowledge of potential subcontracts is desirable before contract award. If the bid includes the use of subcontractors, the Bidder should provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

AUG 29 2016



Government
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Contract Number / Numéro du contrat WD103-176729 KA
Security Classification / Classification de sécurité unclass

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Base Logistics Branch, CFB Esquimalt
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Provisions of on-base Tailoring Services at Canadian Forces Base Esquimalt	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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unclassified

PART A (continued) / PARTIE A (suite)

5. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No
Non ☐ Yes
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITÉ
☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT
☐ SITE ACCESS
ACCÈS AUX EMBLEMES

☐ CONFIDENTIAL
CONFIDENTIEL
☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ SECRET
SECRET
☐ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET
☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No
Non ☒ Yes
Oui

☒ No
Non ☐ Yes
Oui

SM

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No
Non ☐ Yes
Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No
Non ☐ Yes
Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No
Non ☐ Yes
Oui



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat
WD103-176729

Security Classification / Classification de sécurité
unclass

PART C -- (continued) / PARTIE C -- (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

- 12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

- 12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
W0103-176729

Security Classification / Classification de sécurité
Unclass

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Shelley Harrison		Title - Titre Procurement & Contracting Specialist	Signature <i>Shelley Harrison</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Tippy Graham - DDSO - Industrial Security Senior Security Analyst		Title - Titre Security	Signature <i>Tippy Graham</i>
Telephone Tel: 613-996-0283	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: tippy.graham@forces.gc.ca	Date 20 Aug 2016

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No / Non ☒ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division		Signature <i>Anna Kulycka</i>	
Telephone No. - N° de téléphone 613-954-4171	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Anna.Kulycka@psgc-prgsc.gc.ca	Date Sep 27, 2016

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

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.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<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> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; text-align: center;"> _____ Date </div> <div style="width: 55%; text-align: center;"> _____ for the Department of National Defence pour le ministère de la Défense nationale </div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	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> <div style="margin-top: 20px;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

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.