



G1J 0C7

Comments - Commentaires

G1J 0C7

Instructions: Voir aux présentes

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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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offerors Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment and Product List, the Electronic Payment Instruments.

1.2 Summary

- 1.2.1** To supply, as and when ordered, various automotive petroleum products as motor oil, transmission fluid, very high performance lubricant for diesel engines, naphta camping fuel and antifreeze.

This requirement is for the Department of National Defence (DND), Petroleum, Oil and Lubricants (POL) Section of the 5th Canadian Service Battalion, Valcartier Garrison, Quebec.

One Standing Offer will be issued for an estimated amount of \$250,000.00 Applicable Taxes excluded for a firm two-year period.

Period of the Standing offer: from December 1st, 2017 to November 30, 2019.

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

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1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

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

You can send your offer by fax at No. 418-648-2209 or by mail to the following address:

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer one (1) hard copy

Section II: Financial Offer one (1) hard copy and one (1) soft copy of Annex B- Basis of payment in Excel format sent to the following E-mail address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Section III: Certifications (1) hard copy.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. Prices must be submitted "delivery at destination, Valcartier Garrison", including transportation costs, unloading charges, royalty applicable environmental royalty, barrel price (DR) for items with unit of issue (UOI) "DR (drum)". The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a) The offeror must provide products meeting all specifications/standards described in Annex "A" and Annex "B". Offers not complying with this requirement will be considered non-responsive.
- b) For sizes other than those requested, the variance of the maximum volume of 10% up or down will be accepted. Offers not complying with this requirement will be considered non-responsive.

4.1.2 Financial Evaluation

- a) The offeror must submit a firm unit price for all items listed in Annexe "B", Basis of Payment for the period of the offer and submit with its offer.

4.1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The TOTAL price of all items of Annex B, Basis of Payment for the period of two (2) years will be considered for the evaluation of the offers.

4.1.2.2 For evaluation purposes only, the firm unit price will be established as follows:

The unit price submitted will be calculated based on the format requested. The rule of 3 will be used for items format will be smaller or larger than the format requested in the limit of 10% accepted.

Example: Firm unit price submitted: 250.00\$
Format offered: 190 liters
Requested size: 205 liters

$$\$250.00 \div 190 \text{ liters} \times 205 \text{ liters} = \$269.74\$$$

The price of 269.74\$ for 205 liters will be considered for the financial evaluation. However, the offered format and the price submitted will be listed in Annex B of the Standing Offer, 250.00\$ to 190 liters.

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4.1.3 Firm Price and/or Rate

SACC Manual Clause M0019T (2007-05-25), Firm Price and/or Rate

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical and Financial Criteria

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance only one standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide these data in accordance with the requirements of reporting, among other things, provide the quantity for each product sold and the total of all items for the period of the report. The document entitled "Periodic Report" which data Appendix "B", Basis of Payment you will be sent in the issuance of the standing offer, to file your reports. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a "quarterly basis" as follow:

- One (1) copy of the data to the Standing Offer Authority at PWGSC, to the following email address: TPSGC.gestiondecontrats-quecontractmanagement.PWGSC@tpsgc-pwgsc.gc.ca
- One (1) copy of the data to to the project authority of section PHL of DND, to the following email address: phl-pol.valcartier@forces.gc.ca

The quarterly reporting periods are defined as follows:

- 1st quarter: July 1st to September 30;
- 2nd quarter: October 1st to December 31;
- 3rd quarter: January 1st to March 31;
- 4th quarter: April 1st to June 30.

The data must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from December 1st, 2017 to November 30, 2019 inclusively.

6.4.2 Delivery Points

Shipments will be made to the Department of National Defence (DND), POL Section, Building 260, 5th Canadian Service Battalion Valcartier Garrison, Courcellette, Quebec G0A 4Z0

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Alain Roy
Title: a/ Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Address: 1550 D'Estimauville
Quebec City, QC G1J 0C7

Telephone: 418-649-2845

Facsimile: 418-648-2209

E-mail address: Alain.Roy.Que@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

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6.5.2 Project Authority

(To be completed by PWGSC at the time of issuing the SO)

The Project Authority for the Standing Offer is:

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

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

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

6.5.3 Offeror's Representative

The Offeror's Representative is:

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

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

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Department of National Defence (DND), POL Section, Building 260, 5th Canadian Service Battalion Valcartier Garrison, Courcellette, Quebec G0A 4Z0.

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$250,000.00 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- e) Annex «A», Requirement;
- f) Annex «B», Basis of Payment and List of Deliverables;
- g) the Offeror's offer dated _____ (*Insert date of bid*).

6.11 Certifications and Additional Information

6.11.1 Compliance

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

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6.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.2 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. Customs duties *are* included, and Applicable Taxes are extra.

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

6.4.2 Multiple Payments

SACC Manual Clause [H1001C](#) (2008-05-12), Multiple Payments

6.4.3 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

(The choice of electronic payment will be validated at the time of the issuance of Offer with responses to Appendix "C" to Part 3 of this Request for Standing Offers.)

6.5 Invoicing Instructions

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

Invoices must be distributed as follows:

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

Department of National Defence
Valcartier Support Base
POL Section, Building 260
Courcellette, QC G0A 4Z0

6.6 Insurance

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

6.7 SACC Manual Clauses

[A9006C](#) (2012-07-16), Defence Contract
[B1505C](#) (2016-01-28), Shipment of Dangerous Goods/Hazardous Products
[B4019C](#) (2015-02-25), United States Military Specifications and Standards
[B7500C](#) (2006-06-16), Excess Goods
[D0018C](#) (2007-11-30), Delivery and Unloading
[D2025C](#) (2017-08-17), Wood Packaging Materials
[D3010C](#) (2016-01-28), Delivery of Dangerous Goods/Hazardous Products
[D3015C](#) (2014-09-25), Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance
[D5540C](#) (2010-08-16), ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code Q)
[D6010C](#) (2007-11-30), Palletization

6.8 Shipping Instructions - Delivery at Destination

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

Delivered Duty Paid (DDP) Department of National Defence, Valcartier Support Base,
POL Section, Building 260, Courcellette, QC G0A 4Z0, Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A"

REQUIREMENT

PACKAGED PETROLEUM PRODUCTS

DEPARTMENT OF NATIONAL DEFENCE (DND)
5 SERVICE BATTALION (5 SVC BN) – VALCARTIER SUPPORT BASE

PURPOSE

1. The purpose of this document is to provide the general and specific requirements for the supply of various automotive petroleum products: motor oil, transmission fluid, all-purpose grease, naphtha, antifreeze, etc.

BACKGROUND

2. The mandate of the Petroleum, Oil and Lubricants (POL) Section of 5 Service Battalion is to supply the various units of Valcartier Support Base with the products they need to maintain the DND fleet of commercial and military vehicles.

DESCRIPTION OF REQUIREMENT

3. Supply, solely as required and on request, for the 5 Service Battalion, Valcartier Support Base, the petroleum products described in Annex B – List of Deliverables and Basis of Payment, attached, in accordance with the military standards and specifications applicable to each product requested.

GENERAL

Liability and delivery time frames

4. Call-ups against this standing offer may be placed with the offeror by designated DND officials only, stationed at the POL section, Building 260, 5 Service Battalion, Valcartier Support Base.
5. The offeror must inform the designated DND official of the availability of the product within 24 hours of receiving an information request or order. If the product is available, it shall be delivered within seven (7) business days of receiving the order.
6. The offeror must be able to occasionally, for urgent requests, provide next-day delivery of orders placed before noon.
7. Working days are from Monday to Friday, including construction holidays but excluding statutory holidays.
8. Statutory holidays are New Year's Day, Good Friday, Easter Monday, Victoria Day, Saint-Jean-Baptiste Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

9. Regular hours are from 7:30 a.m. to 4:00 p.m. on working days.
10. The offeror shall provide, on request, fact sheets and analysis certificates demonstrating products' conformity with the specifications listed in Annex B.
11. The offeror must be able to supply all of the products requested in Annex B.

Instructions for orders

12. Quantities delivered shall not exceed those indicated in the Call-Up Against a Standing Order, with the exception of the surplus required to fill to capacity the last case or drum. Partial or incomplete deliveries shall not be accepted without the consent of the DND representative.
13. The minimum shipping quantity shall be, depending on the product, one case or one drum.
14. If there are sufficient quantities, the product shall be delivered on refundable or non-refundable pallets. Refundable pallets shall be returned for credit.
15. Drums supplied under this Standing Offer must be sealed with "Tri-Sure" or "Rieke" fluid seals. The Supplier shall identify drums by either embossing them with the Company name, symbol, crest or hallmark; by attaching a metal plate to the drum; by stencilling; or by some other means acceptable to Canada.
16. Requested formats must be respected to a maximum of 10% (smaller or bigger), i.e., for a request for 500ml, we will accept formats between 450 ml and 550 ml.

Labeling/markings

17. The offeror must ensure that the manufacturer's name, the specifications, the batch number and the product's date of manufacture are indicated on the product's container. An adhesive label of the highest commercial standard must be affixed to the container. Over-labelling of containers is not permitted.

At minimum, labels must include the following information:

- a) NATO Stock Number (NSN);
- b) NATO Code Number if applicable (e.g., O-148);
- c) Product description AND specification (e.g., Lubricating Oil, Aircraft Turbine Engine, Synthetic, MIL-PRF-7808(L) Grade 3);
- d) Fill date OR date of manufacture (month and year required, e.g., 05-05);
- e) Original manufacturer's name with batch number (a numeric or alphanumeric code to trace the container to a manufacturer's specific batch) (contractor's name optional);
- f) Weight OR volume of contents;

- g) Re-inspect date (e.g., Re-inspect 05-07); and
- h) NATO expiry date (72 months following date of manufacture) where NATO Code number applicable.

Where these marking requirements cannot be fully met, the missing information must be provided by the offeror on self-adhesive labels accompanying the product. These labels must be affixed to the individual containers as soon as any outer packaging is removed in order to ensure that no existing information is hidden or over labeled by the user.

Re-inspect date and NATO information (NSN, NATO Code, NATO expiry date) are optional for items of non-military specification.

18. Qualified products (Mil-PRF-7870, Mil-PRF-2104, Mil-PRF-5606, SAE J2360)

Material identified in the Canadian or the U.S. qualified products list by a qualification reference number shall be supplied. The supplied material shall comply with all conditions set forth in the qualified certificates or the letter of recognition that was granted for this material.

19. Ability to track parts

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

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

20. Descriptions of standards / product specifications are available on the following websites:

Items 1 and 2: Naptha, camping fuel. Shelf life of 36 months:

<https://www.scc.ca/fr/standardsdb/standards/22115>

Items 3 and 4: Transmission oil:

<http://www.allisontransmission.com/parts-service/approved-fluids/on-highway-fluids>

Items 5 and 6: Hydraulic fluid, petroleum:

http://everyspec.com/MIL-PRF/MIL-PRF-000100-09999/MIL-PRF-5606_NOTICE-1_37270/

Items 7, 8 and 9: Very high performance lubricant for diesel engines, 15W-40:

http://everyspec.com/MIL-PRF/MIL-PRF-000100-09999/MIL-PRF-2104K_53906/

Items 10 and 11: Gear (transmission) oil, SYN NA 75W-90:

http://standards.sae.org/j2360_201204/

Items 12 ad 13: Green ethylene glycol coolant (antifreeze) 50/50:

http://everyspec.com/COMML_ITEM_DESC/A-A-52000_A-A-52999/A-A-52624A_NOTICE-2_54828/

Solicitation No. - N° de l'invitation
W0106-16R176/A
Client Ref. No. - N° de réf. du client
W0106-16R176

Amd. No. - N° de la modif.
File No. - N° du dossier
QCW-6-39373

Buyer ID - Id de l'acheteur
QCW030
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT AND LIST OF DELIVERABLES

➤ *See Annex B in Excel format attached.*

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ANNEX “C” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);