



**K1A 0S5**  
**Bid Fax: (819) 997-9776**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

Refresh to Supply Arrangement T8493-001435 Series

|  |   |
|--|---|
| <b>Title - Sujet</b><br>SA-TRANSPORT CANADA AIRCRAFT PARTS   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>T8493-140035/F   | <b>Date</b><br>2017-11-14   |
| <b>Client Reference No. - N° de référence du client</b><br>T8493-140035  | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$CAG-006-26513           |
| <b>File No. - N° de dossier</b><br>006cag.T8493-140035   | <b>CCC No./N° CCC - FMS No./N° VME</b>                                    |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2018-01-05</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard Time<br>EST |
| <b>Delivery Required - Livraison exigée</b><br>See Herein  |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Cormier, Manon  | <b>Buyer Id - Id de l'acheteur</b><br>006cag                              |
| <b>Telephone No. - N° de téléphone</b><br>(873)469-3841 ( )  | <b>FAX No. - N° de FAX</b><br>(819)997-0437                               |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF TRANSPORT<br>200 COMET PRIVATE<br>OTTAWA<br>Ontario<br>K1V9B2<br>Canada |   |
| <b>Security - Sécurité</b><br>This request for a Supply Arrangement does not include provisions for security.<br>Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.      |   |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



| Item<br>Article | Description                              | Dest.<br>Code<br>Dest. | Inv.<br>Code<br>Fact. | Qty<br>Qté | U. of I.<br>U. de D. | Unit Price/Prix unitaire<br>FOB/FAM<br>Destination |    | Plant/Usine | Delivery Req.<br>Livraison Req. | Del. Offered<br>Liv. offerte |
|-----------------|--|------------------------|-----------------------|------------|----------------------|--|----|-------------|---------------------------------|------------------------------|
| 3               | Refresh - Request for Supply Arrangement | T8493                  | T8493                 | 1          | Each                 | \$   | \$ |             | See Herein                      |                              |

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## **Refresh/Request for Supply Arrangements (RFSA)**

### **TABLE OF CONTENTS**

The Request for Supply Arrangements (RFSA) is divided into six parts plus annexes and appendices, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A - includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B - includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C - includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

### **ANNEXES**

- Annex A: Requirement
- Annex B: Mandatory Technical Criteria
- Annex C: Technical Criteria
- Annex D: Transport Canada Aircraft Fleet
- Annex E: Certifications - Integrity Provision
  - Form 1 - Integrity Declaration Form
  - Form 2 - List of Names for Integrity Verification Form

### **APPENDICES**

- Appendix 1: Supply Arrangement Structure
- Appendix 2: Request for Proposal – Basis of Selection
- Appendix 3: Supply Arrangement Reporting
- Appendix 4: Substitute Notice

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## **PART 1 - GENERAL INFORMATION**

The following abbreviations are used in this document:

Aircraft on Ground (AOG)  
Employment and Social Development Canada (ESDC)  
Federal Contractors Program (FCP)  
Government Electronic Tendering Service (GETS)  
Low Dollar Value (LDV)  
Medium Complexity (MC)  
Public Services and Procurement Canada (PSPC)  
Public Works and Government Services Canada (PWGSC)  
Request for Proposal (RFP)  
Request for Supply Arrangement (RFSA)  
Supply Arrangement (SA)  
Transport Canada (TC)

### **1.1 Summary**

This Request for Supply Arrangement (RFSA) is to acquire miscellaneous aircraft parts for aircraft fleets operated by Transport Canada (TC), on an as and when required basis. TC aircraft fleets consist of the following models:

Cessna Citation 550, Challenger series, Dash 7/8, King Air C90A, Bell 206B, Bell 206L1, Bell 212, Bell 407, Bell 412 EPI and Bell 429.

### **1.2 Security Requirements**

There is no security requirement associated with the issuance of a Supply Arrangement (SA). However, the goods to be procured under any resulting contract may be subject to various security requirements.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA), and the Canadian Free Trade Agreement (CFTA).

### **1.4 Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

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## **PART 2 - SUPPLIER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2017-04-27) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

### **2.2 Submission of Arrangements**

Arrangements must be submitted only to Public Services and Procurement Canada (PSPC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

### **2.3 Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 10 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

### **2.4 Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

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## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement – Annexes B, C, and D (4 hard copies)

Section II: Certifications – Annex E – Form 1 and 2 (2 hard copies)

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

- (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 Supply Arrangements.

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, Suppliers 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 Arrangement**

In the technical arrangement, Suppliers must submit the information requested in Annexes B, C and D.

#### **Section II: Certifications**

Suppliers must submit the certification required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the RFSA.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### **4.1.1 Mandatory Technical Criteria**

The Suppliers must comply with the following mandatory technical criteria:

- Accept the terms and conditions outlined in the RFSA; and
- Meet the Mandatory Technical Criteria outlined in Annex B.

Any bid that fails to meet the mandatory technical criteria will be declared non-responsive.

#### **4.1.2 Technical Requirement**

The supplier must provide the information requested in Annexes B, C and D.  
There will be no point rating for the technical information provided.

## 4.2 Basis of Selection

An arrangement must comply with the requirements of the RFSA and meet all mandatory technical criteria to be declared responsive.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

### 5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, the [Integrity Declaration Form](#) (Annex E – Form 1 - Integrity Declaration Form), to be given further consideration in the procurement process. Also available on website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/documents/declaration-form-eng.pdf>).

#### 5.1.2 Integrity Provisions - List of Names for Integrity Verification Form

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, the declaration form available on the [List of Names for Integrity Verification Form](#) (Annex E – Form 2 - List of Names for Integrity Verification Form), to be given further consideration in the procurement process. Also available on website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/documents/ln-form-eng.pdf>).

### 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed above should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](#) (<http://www.tpsgc-pwgsc.gc.ca/ci->

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if/politique-policy-eng.html), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **6.1 Arrangement**

The Supply Arrangement covers the requirement detailed in Annex A.

#### **6.2 Security Requirements**

There is no security requirement associated with the issuance of a Supply Arrangement (SA). However, the goods to be procured under any resulting contract may be subject to various security requirements.

#### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement 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 Services and Procurement Canada (PSPC).

##### **6.3.1 General Conditions**

2020 (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### **6.3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the SA. This data must include all purchases.

The Supplier must provide this data in accordance with the reporting requirements detailed in Appendix 3. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report. The data must be submitted on a quarterly basis to the SA Authority. The quarterly reporting periods are defined as follows:

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

The data must be submitted to the SA Authority no later than 15 calendar days after the end of the reporting period.

#### **6.4 Period of the Supply Arrangement**

The SA has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the SA begins \_\_\_\_\_.



## 6.5 Authorities

### 6.5.1 Supply Arrangement Authority

The SA Authority is:

Manon Cormier  
Supply Team Leader, Civilian Aircraft Division  
Aerospace Equipment Program Directorate  
Land & Aerospace Equipment Procurement & Support Sector (LAEPSS)  
Public Services and Procurement Canada (PSPC) | Government of Canada  
11 Laurier Street – PDP III, 8C1/Gatineau, Quebec K1A 0S5  
E-mail address: [manon.cormier@tpsgc-pwgsc.gc.ca](mailto:manon.cormier@tpsgc-pwgsc.gc.ca)  
Tel: 873-469-3841  
Fax: 819-997-0437

The SA Authority is responsible for the issuance of the SA, its administration and its revision, if applicable.

### 6.5.2 Supplier's Representative

|               |  |
|---------------|--|
| Supplier      |  |
| Address       |  |
| Name          |  |
| Telephone     |  |
| Fax           |  |
| Email address |  |

### 6.5.3 Identified Users

The Identified Users is Transport Canada, Aircraft Services Directorate (ASD), Headquarter in Ottawa, ON.

## 6.6 On-going Opportunity for Qualification

A Notice will be posted at least once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## 6.7 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 the SA;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annexes (to be insert at SA award);
- (d) Appendixes (to be insert at SA award); and
- (e) the Supplier's arrangement dated \_\_\_\_\_.

## 6.8 Compliance

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

## 6.9 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

# B. BID SOLICITATION

## 6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Low Dollar Value (LDV) requirements up to \$24,999.99; and
- Medium Complexity (MC) requirements from \$25,000.00 to a maximum of \$200,000.00.

References to the LDV and MC templates in the RFSA are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) Security requirements (if applicable);
- (b) A complete description of the requirement (part number, cage code);
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; or  
2004, Standard Instructions - Goods or Services - Non-competitive Requirements.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions: 2003 or 2004) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (d) Bid preparation instructions;
- (e) Instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) Evaluation procedures and basis of selection; and
- (g) Conditions of the resulting contract.

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## 6.2 Bid Solicitation Process

**6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.2 For Aircraft On Ground (AOG)\* requirements estimated up to \$24,999.99** (including all applicable taxes), the identified user, in accordance with the requesting Department's delegated authorities, will issue a Request for Proposal (RFP) using template LDV to one or more suppliers on the SA list. The supplier's responses are expected within 2 hours during business hours (Monday to Friday between 8h00 and 16h00). The parts are expected to be delivered to its destination within 24 hours of contract award. The resulting contract will be issued based on the evaluation procedures and basis of selection outlined in the RFP.

\* Refer to Annex A.

**6.2.3 For Work Stoppage\* and Routine\* requirements estimated up to \$24,999.99** (including all applicable taxes), the identified user, in accordance with the requesting Department's delegated authorities, will issue a RFP using template LDV to three or more suppliers on the SA list. The resulting contract will be issued based on the evaluation procedures and basis of selection outlined in the RFP. The RFP will be out for tender for no more than fifteen (15) calendar days.

\* Refer to Annex A.

**6.2.4 For requirements to be between \$25,000.00 and \$200,000.00** (including all applicable taxes), the identified user must submit a funded requisition for goods (9200) to PSPC and the PSPC SA Authority will issue a RFP using template MC as follow:

- a) For Aircraft on Ground to one or more suppliers on the SA list. The supplier's responses are expected within 2 hours during business hours (Monday to Friday between 8h00 and 16h00). The parts are expected to be delivered to its destination within 24 hours of contract award; and
- b) For Work Stoppage and Routine requirements, to all suppliers on the SA list. The RFP will be out for no more than fifteen (15) calendar days.

The resulting contract for a) and b) will be issued by PSPC based on the evaluation procedure and basis of selection outlined in the RFP.

**6.2.5** This SA will not be used for requirements over \$200,000.00 including all amendments and all applicable taxes.

N° de l'invitation - Solicitation No.  
T8493-1400035/F  
N° de réf. du client - Client Ref. No.  
T8493-1400035

N° de la modif - Amd. No.  
File No. - N° du dossier  
006CAG.T8493-1400035

Id de l'acheteur - Buyer ID  
006CAG  
N° CCC / CCC No./ N° VME - FMS

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## C. RESULTING CONTRACT CLAUSES

### 6.1 General

The conditions of any contract awarded under the SA will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) LDV requirements, general conditions 2029 will apply to the resulting contract; and
- (b) MC requirements, general conditions 2010A will apply to the resulting contract.

## ANNEX A - REQUIREMENT

### 1. Requirement

This requirement is being issued on behalf of Transport Canada (TC), Aircraft Services Directorate (ASD) to acquire miscellaneous aircraft parts for TC Aircraft Fleets, on an as and when required basis.

ASD functions as a Commercial Air Operator operating a fleet of fixed and rotary wing aircraft under CARs 702, 703 and 704. ASD is also an Approved Maintenance Organization (AMO) under CAR 573. The fleet of aircraft for which ASD is responsible are operated and maintained primarily from Headquarters in Ottawa and 14 Regional bases. However, some of the aircraft operate world-wide and parts may be required to be shipped anywhere in the world.

TC Aircraft Fleets consist of the following models and quantities:

| PLATFORMS           | QUANTITY | MANUFACTURERS                                  |
|---------------------|----------|--|
| Cessna Citation 550 | 5        | Cessna, Pratt & Whitney                        |
| Challenger Series   | 4        | Bombardier, General Electric, Rockwell Collins |
| Dash 7/8            | 3        | Pratt & Whitney, Viking, Bombardier            |
| King Air C90A       | 5        | Pratt & Whitney, Beechcraft                    |
| Bell 206B           | 1        | Bell/Textron, Allison                          |
| Bell 206L1          | 1        | Bell/Allison                                   |
| Bell 212            | 5        | Bell/Textron, Pratt & Whitney                  |
| Bell 407            | 3        | Bell/Textron, Allison                          |
| Bell 429            | 15       | Bell/Textron, Pratt & Whitney                  |
| Bell 412 EPI        | 7        | Bell/Textron, Pratt & Whitney                  |

Miscellaneous aircraft parts are defined as: parts, components, accessories, hardware, tools and tires.

GSIN CODES: 1560, 1600, 1610, 1615, 1620, 1630, 1640, 1650, 1660, 1680 and 2620.

### 2. Required Turnaround Time

#### Aircraft on Ground (AOG)

AOG is a term in aviation maintenance indicating that a problem is serious enough to prevent an aircraft from flying and there is a rush to acquire the parts to put the aircraft back into service and prevent further delays.

#### Work Stoppage

This category is used in situations when a part is required at the destination within 5 days.

#### Routine

This category is used in situations when a part is required at the destination within 30 days.

### 3. Condition of Material

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

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#### 4. Substitute Product

If the Supplier proposes to supply any part with an alternative Part Number or NSCM/CAGE code, the Supplier must provide, with its bid all the technical information (e.g. drawings, specifications, engineering reports, and/or test reports) necessary to clearly demonstrate that the part proposed has the form, fit and function characteristics equivalent to the Part Number(s) and NSCM/CAGE code(s) specified in the bid solicitation and is an approved alternative part per CAR 571.13.

Failure to provide the required technical information will result in the bid being declared non-responsive with respect to any part for which such information was requested.

If the Supplier proposes to supply any part with an alternative Part Number or NSCM/CAGE code, the Bidder must provide the substitution notice fully completed (Appendix 4).

#### 5. Required Airworthiness Certification

Suppliers are advised that it will be a requirement to provide with each item supplied under the resulting Contract, a Certificate of Conformance, namely:

- a) TCCA Authorized Release Certificate Form One, signed by an appropriately authorized person;
- b) FAA Authorized Release Certificate Form 8130-3, Airworthiness Approval Tag, or a FAA Form 8130-4, Export Certificate of Airworthiness, signed by an appropriately authorized person;
- c) European Aviation Safety Agency (EASA) Form 1, Authorized Release Certificate, signed by an EASA appropriately authorized person; or
- d) OEM's {CAR 561 Approved Manufacturer or FAA Production Approval Holder (PAH)} approved manufacturer's Statement of Conformity (S of C) which includes:
  - i) positive identification of the item by type, class style, grade, model, part number, description, nomenclature, and/or serial number, as applicable;
  - ii) either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:  
  
*"I certify that the aeronautical product described here has been manufactured in conformity to approved design data and is in a condition for safe operations".*
- e) Identification of both the authorized signatory and organization.
- f) Standard Parts – are to be accompanied with a Certificate of Compliance (C of C).

The above list is for guidance only and does not in itself change, create, amend or permit deviations from regulatory requirements as stated within the CARs or TCCA International Agreements {including the TCCA / FAA Maintenance Implementation Procedures (MIP) or the TCCA / EASA Maintenance Annex Guide (MAG)}.

Any parts delivered without acceptable certification is considered an unapproved part.

Used parts being supplied that have been repaired or modified using data other than the manufacturer's recommendations or instructions for continued airworthiness will require the certification basis for the repair data (e.g. TCCA Repair Design Approval, FAA Form 8110-3) to accompany the part.

## 6. Suspected Unapproved Parts (SUP)

This article focuses on the effect of SUPs on aviation safety and how Transport Canada Civil Aviation (TCCA) communicates with internal and external SUP stakeholders. SUPs do still exist. However, TCCA-approved distributors, maintenance and manufacturing organizations and individuals in general aviation work in partnership to maintain a high safety level. This is achieved by controlling the parts used in aircraft by means of an approval system that aims to eliminate the potential risk posed by the entry of unapproved parts into the Canadian aviation community.

Parts that meet the requirements of the *Canadian Aviation Regulations (CARs)* —Part V, Subpart 71 (CAR 571) are approved parts and acceptable/eligible for installation. When it is not clear whether a part meets CAR 571 requirements, it becomes an SUP. From that point on, it is a shared task to remove the suspicion by identifying it as either approved or unapproved. TCCA Advisory Circular 521-009 and Standard 571.13 of the CARs defines a SUP- Suspected Unapproved Part as follows:

“Unapproved Part”—means any part installed or intended for installation in a type certified aeronautical product, that was not manufactured or certified in accordance with the applicable regulations of the state of production or that is improperly marked or that is documented in such a manner as to mislead with regard to the origin, identity or condition of the part.

Any supplier who provides a part that does not meet the requirements of an approved part within the meaning of the CARs, on three or more separate occasions, may be disqualified as an approved supplier within this SA for a period of up to 12 months.

## ANNEX B - MANDATORY TECHNICAL CRITERIA

Transport Canada requires New and/or Used Condition parts to maintain their aircraft fleet. To be considered responsive for this arrangement, Suppliers must qualify in at least one of the following categories. Failure to meet this requirement will deem their offer non-responsive.

- a) Original Equipment Manufacturer (OEM); or
- b) the owner of the design or manufacturing rights to the items must have a CAR 561 approval or an FAA production approval; or
- c) the authorized agent/distributor of the OEM; or
- d) distributors approved by Transport Canada Civil Aviation (TCCA) or Federal Aviation Administration (FAA) accreditation in accordance with AC 00-56B (or later revision), for parts that have an application to a civilian type certified aircraft; or
- e) maintenance organizations approved/accredited by TCCA or repair stations certified by the Federal Aviation Administration (FAA); or
- f) retailer or reseller of aircraft parts with experience in selling parts to various Canadian Government Departments within the past three years. Suppliers must support the information by providing appropriate documentation with the bids.

Please indicate under which categories you will supply the parts and provide documentation to support your statement. Documentation must be provided with the bids.

| CATEGORY | NO | YES | SUPPORT DOCUMENT |
|----------|----|-----|------------------|
| a        |    |     |                  |
| b        |    |     |                  |
| c        |    |     |                  |
| d        |    |     |                  |
| e        |    |     |                  |
| f        |    |     |                  |

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



N° de l'invitation - Solicitation No.  
T8493-1400035/F  
N° de réf. du client - Client Ref. No.  
T8493-1400035

N° de la modif - Amd. No.  
File No. - N° du dossier  
006CAG.T8493-1400035

Id de l'acheteur - Buyer ID  
006CAG  
N° CCC / CCC No./ N° VME - FMS

---

## ANNEX C - TECHNICAL REQUIREMENT

Suppliers should explain and demonstrate how they propose to meet the requirements. Suppliers must provide, as a minimum, the following information in the following format:

### QUESTION 1

Describe your company activities related to supply of aircraft parts:

**RESPONSE 1:**

### QUESTION 2

Confirm if you are an Original Equipment Manufacturer (OEM) or a potential supplier/distributor:

**RESPONSE 2:**

### QUESTION 3

Outline your interest in the manufacture and/or supply of aircraft parts:

**RESPONSE 3:**

### QUESTION 4

Please confirm which products, commodities, systems, etc. you are currently providing Transport Canada or any other Canadian Government departments in relation with aircraft fleet:

**RESPONSE 4:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

N° de l'invitation - Solicitation No.  
T8493-1400035/F  
N° de réf. du client - Client Ref. No.  
T8493-1400035

N° de la modif - Amd. No.  
File No. - N° du dossier  
006CAG.T8493-1400035

Id de l'acheteur - Buyer ID  
006CAG  
N° CCC / CCC No./ N° VME - FMS

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## ANNEX D - TRANSPORT CANADA AIRCRAFT FLEET

1. Suppliers must identify which aircraft fleet can be support and indicate if possible the related sub-systems and/or categories.

| AIRCRAFT            | YES | NO | SUB-SYSTEMS/CATEGORIES |
|---------------------|-----|----|------------------------|
| Cessna Citation 550 |     |    |                        |
| Challenger Series   |     |    |                        |
| Dash 7/8            |     |    |                        |
| King Air C90A       |     |    |                        |
| Bell 206B           |     |    |                        |
| Bell 212            |     |    |                        |
| Bell 206L1          |     |    |                        |
| Bell 407            |     |    |                        |
| Bell 429            |     |    |                        |
| Bell 412 EPI        |     |    |                        |

2. Suppliers must confirm their capability to meet the delivery requirement for Aircraft on Ground (AOG) and provide the procedure and coordinates.

YES: \_\_\_\_\_ NO: \_\_\_\_\_

AOG Procedure to be specified:

---

---

---

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

---

Signature

---

Date



## ANNEX E - FORM 1 - Integrity Declaration Form

An Integrity Declaration Form must be submitted **only** when:

1. the supplier, one of its affiliates<sup>1</sup> or a proposed first-tier subcontractor<sup>2</sup> has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the [Ineligibility and Suspension Policy](#) (the "Policy"); and/or
2. the supplier is unable to provide any of the certifications required by the [Integrity Clauses](#).

### Instructions for Submitting an Integrity Declaration Form

1. Please complete the Integrity Declaration Form by providing the information requested in the table, below. Put the completed Form in a sealed envelope labeled, "Protected B," and addressed to:

Integrity, Departmental Oversight Branch  
Public Services and Procurement Canada  
11 Laurier Street, Place du Portage, Phase III, Tower A, 10A1 – room 105  
Gatineau (Québec), Canada K1A 0S5

2. Include the sealed envelope with your bid submission, offer or lease.

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<sup>1</sup> Please refer to the Policy for the definition of affiliate. An affiliate of a business entity includes persons, such as the senior officers of the business entity, and associated entities such as parent companies and subsidiaries.

<sup>2</sup> The term "first-tier subcontractor" is defined in section 16(a) of the Policy. A proposed first-tier subcontractor is a first-tier subcontractor that is identified by name in a bid submission, offer, lease, etc. by a supplier in a procurement process or real property transaction.

**SECTION 1: SUPPLIER INFORMATION**

|   |  |
|---|--|
| Supplier's legal name:  |  |
| Supplier's address:   |  |
| Supplier's procurement business number (PBN):   |  |
| Lease or solicitation number:   |  |
| Date of bid, offer submission date or closing date of Invitation to Offer: (YYYY-MM-DD) |  |

**SECTION 2: FOREIGN CRIMINAL OFFENCES**

If applicable, please provide a complete list of all foreign criminal charges and convictions received in the past three years, pertaining to yourself, your affiliates and your proposed first-tier subcontractors that, to the best of your knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy.

If there is more than one potentially similar foreign charge or conviction, please identify all additional charges and convictions received in the past three years, including the information below, in a separate document under the heading **Foreign Criminal Offences**, to be included with this Form.

|   |  |
|---|--|
| Name of party with charge or conviction                           |  |
| Relationship of party to supplier                                 |  |
| Foreign country and jurisdiction where charge/conviction occurred |  |
| Specify whether charge or conviction                              |  |
| Section number and law under which charge/conviction occurred     |  |
| Date of charge/conviction (YYYY-MM-DD)                            |  |
| Domestic offence that may be similar                              |  |
| Additional Comments:  |  |

Additional charges/convictions are identified in a separate document included with this Form:

Yes ☐ No ☐**SECTION 3: INABILITY TO PROVIDE A CERTIFICATE****A. INABILITY TO CERTIFY AS TO FOREIGN CRIMINAL CHARGES AND CONVICTIONS**

If you are unable to certify that you have provided the required list of all foreign criminal charges and convictions received in the past three years, you must explain why. The explanation should be provided in a separate document under the heading Inability to Certify as to Foreign Criminal Charges and Convictions, to be included with this Form. PWGSC may request additional information from you.

An explanation regarding foreign criminal charges and convictions received in the past three years is provided in a separate document included with this Form: Yes ☐ No ☐

**B. INABILITY TO CERTIFY AS TO DOMESTIC CRIMINAL OFFENCES AND OTHER CIRCUMSTANCES**

If a criminal offence or other circumstance described in the Policy applies to you, one of your affiliates or a proposed first-tier subcontractor, you must identify that offence or circumstance, below. By marking a box beside an offence, you are acknowledging that the identified party, be it you, an affiliate or a first-tier subcontractor, has been charged with, convicted of or pleaded guilty to, that offence in the past three years. In the row titled Comments, you must identify the affected party by name and specify how the particular offence you have identified applies to the named party.

| Offence   | Supplier                 | Affiliate                | Subcontractor            |
|---|--------------------------|--------------------------|--------------------------|
| <b><i>Financial Administration Act</i></b>                                |                          |                          |                          |
| 80(1)(d): False entry, certificate or return                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 80(2): Fraud against Her Majesty  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 154.01: Fraud against Her Majesty   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><i>Criminal Code</i></b>   |                          |                          |                          |
| 121: Frauds on the government and contractor subscribing to election fund | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 124: Selling or purchasing office   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 380: Fraud – committed against Her Majesty                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 418: Selling defective stores to Her Majesty                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><i>Criminal Code</i></b>   |                          |                          |                          |
| 119: Bribery of judicial officers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 120: Bribery of officers  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 346: Extortion  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 366: Forgery  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |  |                          |                          |                          |
|---|--|--------------------------|--------------------------|--------------------------|
| 367:  | Punishment for forgery                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 368:  | Use, trafficking or possession of a forged document          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 382:  | Fraudulent manipulation of stock exchange transactions       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 382.1:  | Prohibited insider trading                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 397:  | Falsification of books and documents                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 422:  | Criminal breach of contract                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 426:  | Secret commissions   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 462.31:   | Laundering proceeds of crime                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 467.11:   | Participation in activities of criminal organization         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 467.12:   | Commission of offence for criminal organization              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 467.13:   | Instructing commission of offence for criminal organization  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Competition Act</b>                            |  |                          |                          |                          |
| 45:   | Conspiracies, agreements or arrangements between competitors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 46:   | Foreign directives   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47:   | Bid rigging  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 49:   | Agreements or arrangements of federal financial institutions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 52:   | False or misleading representation                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 53:   | Deceptive notice of winning a prize                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Corruption of Foreign Public Officials Act</b> |  |                          |                          |                          |
| 3:  | Bribing a foreign public official                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4:  | Accounting   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5:  | Offence committed outside Canada                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Controlled Drugs and Substances Act</b>        |  |                          |                          |                          |
| 5:  | Trafficking in substance                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6:  | Importing and exporting                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7:  | Production of substance                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Lobbying Act</b>                               |  |                          |                          |                          |
| Registration of Lobbyists                         |  |                          |                          |                          |
| 5:  | Consultant Lobbyists   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7:  | In-house Lobbyists (Corporations and Organizations)          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Income Tax Act</b>                             |  |                          |                          |                          |

|                                       |                          |                          |                          |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| 239: False or deceptive statements    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Excise Tax Act</b>                 |                          |                          |                          |
| 327: False or deceptive statements    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Other Circumstances (Specify):</b> |                          |                          |                          |
| <b>Comments:</b>                      |                          |                          |                          |

### C. INABILITY TO CERTIFY AS TO A DETERMINATION OF INELIGIBILITY OR SUSPENSION

If you are aware of a determination of ineligibility or suspension with respect to yourself, one of your affiliates or a proposed first-tier subcontractor, you should explain the circumstances of your participation in the competitive process. With respect to an ineligible or suspended subcontractor, then you should include a copy of the written consent to propose the ineligible or suspended subcontractor.

If you are otherwise unable to certify that you are unaware of a determination of ineligibility or suspension with respect to yourself, one of your affiliates or a proposed first-tier subcontractor you must explain why.

All required explanations should be provided in a separate document under the heading Inability to Certify as to a Determination of Ineligibility or Suspension, to be included with this Form. PWGSC may request additional information from the supplier.

An explanation regarding a determination of ineligibility or suspension is provided in a separate document included with this Form: Yes ☐ No ☐

### Declaration

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name) \_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that a false or misleading certification or declaration will result in my proposal or offer being deemed non-responsive. I am also aware that Canada may terminate a contract or real property agreement for default when a supplier has provided a false or

**Protected B** *when completed*

misleading certification or declaration and, further to the Policy, the supplier will be ineligible for award of a contract or real property agreement for 10 years.

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Signature

## **With Thanks**

We appreciate your interest in doing business with the Government of Canada and your understanding of the additional steps that must be taken to protect the integrity of Canada's procurement and real property processes.



## Guidance Document for the Declaration Form

This Integrity Declaration Form (the “Form”) is for use by bidders in procurement processes and by vendors, purchasers, tenants and lessors in real property transactions. In this Form, the term “supplier” includes bidders, vendors, purchasers, tenants and lessors. The term “party” is used in this Form to include suppliers, affiliates and first-tier subcontractors.

The Integrity Clauses contained in instruments involved in procurement processes and real property transactions (the “Integrity Clauses”) require a supplier to submit an Integrity Declaration Form in two circumstances:

1. when the supplier, one of its affiliates<sup>3</sup> or a proposed first-tier subcontractor<sup>4</sup> has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the listed offences in the *Ineligibility and Suspension Policy* (the “Policy”); and
2. when the supplier is unable to provide any of the certifications required by the Integrity Clauses.

An Integrity Declaration Form must be submitted only when one or both of these circumstances apply to the supplier. When no Form is submitted, it will be understood to mean that neither of these two circumstances apply to the supplier.

A supplier that provides a false or misleading certification or declaration will have its proposal or offer deemed non-responsive. Canada may also terminate a contract or real property agreement for default in such circumstances. Moreover, further to the Policy, a supplier will be ineligible for award of a contract or real property agreement for 10 years.

### 1. Foreign Criminal Offences

The Policy provides, among other things, that a supplier may be ineligible for award of a contract or real property agreement when the supplier or one of its affiliates has, in the past three years, been convicted of an offence listed in the Policy or of a similar offence in a foreign jurisdiction. The Integrity Clauses require a supplier to provide a complete list of all foreign criminal charges and convictions, received in the past three years, pertaining to itself, its affiliates and its proposed first-tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy. The domestic offences listed in the Policy, including their section numbers, are identified in section B of this form, under the heading **Inability to Certify as to Domestic Criminal Offences and Other Circumstances**. PWGSC determines whether a foreign offence and

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<sup>3</sup> Please refer to the Policy for the definition of affiliate. An affiliate of a business entity includes persons, such as the senior officers of the business entity, and associated entities such as parent companies and subsidiaries.

<sup>4</sup> The term “first-tier subcontractor” is defined in section 16(a) of the Policy. A proposed first-tier subcontractor is a first-tier subcontractor that is identified by name in a bid submission, offer, lease, etc. by a supplier in a procurement process or real property transaction.

an offence listed in the Policy are similar. PWGSC may seek additional information from a supplier for purposes of making this determination.

If there is more than one potentially similar foreign charge or conviction, please identify all additional charges and convictions, including all necessary information, in a separate document under the heading **Foreign Criminal Offences**, to be included with this Form.

## **2. Inability to Provide a Certificate**

The Integrity Clauses provide that, by submitting a bid or offer, a supplier is certifying to the truth of six statements. Generally speaking, a supplier is certifying that:

1. it has read and understands the Policy, including that it may be declared ineligible to enter into a contract or real property agreement with Canada in certain circumstances;
2. none of those circumstances that will or may result in the supplier being ineligible to enter, or suspended from entering, a contract or real property agreement apply to it; and
3. it has provide a complete list of all foreign criminal charges and convictions received in the past three years, pertaining to itself, its affiliates and its proposed first-tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the domestic offences listed in the Policy.

When a supplier is unable to provide any of the six certifications required by the Integrity Clauses, it must complete and submit this Form with its bid or offer.

### **A. Inability to Certify as to Foreign Criminal Charges and Convictions**

As noted above, the Integrity Clauses require a supplier to provide a complete list of all foreign criminal charges and convictions, received in the past three years, pertaining to itself, its affiliates and its proposed first-tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy. The complete list of foreign criminal charges and convictions, if any, must be submitted using this Form. By submitting a bid or offer, a supplier is certifying that it has provided a complete list of all such foreign criminal charges and convictions, if any.

If a supplier is unable to certify that it has provided the required list of all foreign criminal charges and convictions received in the past three years, it must explain why. The explanation should be provided in a separate document under the heading **Inability to Certify as to Foreign Criminal Charges and Convictions**, to be included with this Form. PWGSC may request additional information from the supplier.

### **B. Inability to Certify as to Domestic Criminal Offences and Other Circumstances**

The Integrity Clauses require a supplier to certify that, in the past three years, none of the domestic criminal offences listed in sections 6(a) to (c) of the Policy, as identified in section 3.B of this form, and other circumstances described in the Policy, that will or may result in a determination of ineligibility or suspension, apply to it, one of its affiliates or a proposed first-tier subcontractor. A criminal offence applies to a party where the party has been charged with, convicted of or pleaded guilty to, the offence in the past three years and has not received a pardon for the offence.<sup>5</sup> Other circumstances identified in the Policy that will or may result in ineligibility or suspension include entering into a first-tier subcontract with an ineligible or suspended supplier [Policy, s. 6(d)], providing a false or misleading certification or declaration [Policy, s. 6(e)] and breaching a term or condition of an Administrative Agreement with PWGSC [Policy, s. 7(c)].

When a criminal offence or other circumstance described in the Policy, occurring in the past three years, applies to a supplier, one of its affiliates or a proposed first-tier subcontractor, the supplier must identify that offence or circumstance. By marking a box beside an offence, a supplier is acknowledging that in the past three years, the identified party, be it the supplier, an affiliate or a first-tier subcontractor, has been charged with, convicted of or pleaded guilty to, that offence. In the row titled Comments, the supplier must identify the affected party by name and specify how the particular offence it has identified applies to the named party.

### **C. Inability to Certify as to a Determination of Ineligibility or Suspension**

The Integrity Clauses require a supplier to certify that it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it, one of its affiliates or a proposed first-tier subcontractor. The process for determining the status of a party under the Policy is described in section 16(b) of the Policy. When a supplier is unable to provide this certification, it must complete this Form.

Under section 15 of the Policy, titled Public Interest Exception ("PIE"), a contracting authority may enter into a contract or real property agreement with an ineligible or suspended supplier in narrow circumstances if the relevant Deputy Head or equivalent considers that doing so is in the public interest. Subject to receiving a PIE, an ineligible or suspended supplier that participates in a competitive solicitation or real property transaction will be declared non-responsive [Policy, s. 13(c)]. A supplier seeking a PIE in a competitive process would be unable to certify as to the absence of a determination with respect to itself.

Similarly, under section 16(e) of the Policy, a supplier may seek, in advance, the written consent of the relevant Deputy Head or equivalent to propose an ineligible or suspended first-tier subcontractor in a competitive process. Such request should be made through the named contracting or real property authority. A supplier that has obtained, in advance, written consent to use an ineligible or suspended first-tier subcontractor would

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<sup>5</sup> See, Policy, section 8, for information on pardons. A pardon would apply only to a conviction.

be unable to certify as to the absence of a determination with respect to the subcontractor.

It should be noted, however, that a Deputy Head or equivalent cannot provide consent to contract with a supplier that has lost its capacity to contract with Canada, further to subsection 750(3) of the *Criminal Code*. Similarly, consent cannot be provided for a supplier to enter into a first-tier subcontract with a subcontractor that has lost its capacity to receive any benefit under a contract between Canada and any other person, further to subsection 750(3) of the *Criminal Code*.

When a supplier is aware of a determination of ineligibility or suspension with respect to itself, one of its affiliates or a proposed first-tier subcontractor it should explain the circumstances of its participation in the competitive process. If the supplier is seeking a PIE, it should explain why it is in the public interest to be awarded the contract. With respect to an ineligible or suspended subcontractor, the supplier should include a copy of the written consent to propose the ineligible or suspended subcontractor.

When a supplier is otherwise unable to certify that it is unaware of a determination of ineligibility or suspension with respect to itself, one of its affiliates or a proposed first-tier subcontractor it must explain why.

All required explanations should be provided in a separate document under the heading **Inability to Certify as to a Determination of Ineligibility or Suspension**, to be included with this Form. PWGSC may request additional information from the supplier.



## ANNEX E - FORM 2 - List of names for integrity verification form

### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

### Supplier information

|   |
|---|
| <b>Supplier's legal name:</b>   |
| <b>Organizational structure:</b><br><br><input type="checkbox"/> Corporate entity<br><input type="checkbox"/> Privately owned corporation<br><input type="checkbox"/> Sole proprietor |
| <b>Supplier's address:</b>  |
| <b>Supplier's procurement business number (optional):</b>   |
| <b>Solicitation or transaction number:</b>  |



**Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):**

**List of names**

| Name | Title |
|------|-------|
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |

**Declaration**

I, (name)\_\_\_\_\_, (position)\_\_\_\_\_, of (supplier's name)\_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.

## APPENDIX 1 - SUPPLY ARRANGEMENT STRUCTURE

The purpose of this SA is to establish a list of pre-qualified suppliers for each aircraft fleet. In the table below, each letter represents a company.

For example, for Cessna Citation's parts companies A, B, D and F can supply parts for this type of aircraft.

Another possibility with the proposed structure, TC will be able to determine that company D can provide parts for Cessna Citation 550, Challenger Series, Dash 7/8, King Air C90A, Bell 206B, Bell 429 and Bell 412 EPI.

| AIRCRAFT            | COMPANIES WITH SUPPLY ARRANGEMENTS |   |   |   |   |
|---------------------|------------------------------------|---|---|---|---|
| Cessna Citation 550 | A                                  | B | D | F |   |
| Challenger Series   | A                                  | D | G | H | Y |
| Dash 7/8            | B                                  | D | E |   |   |
| King Air C90A       | C                                  | D | E | H | I |
| Bell 206B           | A                                  | D | M | R | I |
| Bell 206L1          | A                                  | M | R |   |   |
| Bell 212            | T                                  | U | V |   |   |
| Bell 407            | H                                  | I | N | O |   |
| Bell 429            | C                                  | D | E | M |   |
| Bell 412 EPI        | C                                  | D | E | N |   |

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## **APPENDIX 2 - REQUEST FOR PROPOSAL - BASIS OF SELECTION**

In reference to clause: Part 6, B. Bid Solicitation, 6.2 – Bid Solicitation Process, each RFP will be evaluated using, but not limited to, one or more of the following Basis of Selection.

### **OPTION 1 – Lowest evaluated price – 1 item**

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

### **OPTION 2 – Lowest evaluated price – multiple items**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price, on an item by item basis, will be recommended for award of a contract. More than one (1) contract may be awarded based on the results of the financial evaluation.

### **OPTION 3 – Aggregate**

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

### **OPTION 4 – Best delivery date**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the best delivery date will be recommended for award of a contract.



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T8493-1400035/F  
N° de réf. du client - Client Ref. No.  
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File No. - N° du dossier  
006CAG.T8493-1400035

Id de l'acheteur - Buyer ID  
006CAG  
N° CCC / CCC No./ N° VME - FMS

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## APPENDIX 3 - SUPPLY ARRANGEMENT

### PERIODIC USAGE REPORT

The table below indicates the minimum information required on each Periodic Usage Report.

| PERIODIC USAGE REPORT FOR YEAR _____: FROM _____ TO _____ |            |                   |                            |
|---|------------|-------------------|----------------------------|
| DATE  | CONTRACT # | BRIEF DESCRIPTION | AMOUNT<br>(taxes included) |
|   |            |                   |                            |
|   |            |                   |                            |
|   |            |                   |                            |
|   |            |                   |                            |
|   |            |                   |                            |
|   |            |                   |                            |
|   |            |                   |                            |
|   |            |                   |                            |
|   |            |                   |                            |
| TOTAL FOR YEAR _____                                      |            |                   |                            |

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006CAG.T8493-1400035

Id de l'acheteur - Buyer ID  
006CAG  
N° CCC / CCC No./ N° VME - FMS

## APPENDIX 4 - SUBSTITUTION NOTICE

In accordance with the Supply Arrangement's Terms and Conditions, if you propose to supply any part with an alternative part number, you must fulfill and provide this *Substitute Notice* with your bid.

The form must be accompanied with proper Airworthiness Certification and any other information necessary to clearly demonstrate that the proposed part is an approved alternative part per CAR 571.13, and has the form, fit and function characteristics equivalent to the part specified in the bid solicitation for review and acceptance by Canada.

Failure to provide the required technical information will result in the bid being declared non-responsive with respect to any part for which such information was requested.

1. Item Number: \_\_\_\_\_
2. Original Technical Data (as referenced herein):
  - (a) Part Number: \_\_\_\_\_
  - (b) NSCM/CAGE Code: \_\_\_\_\_
  - (c) Other: \_\_\_\_\_
3. Proposed Change(s)
  - (a) Part Number: \_\_\_\_\_
  - (b) NSCM/CAGE Code: \_\_\_\_\_
  - (c) Other: \_\_\_\_\_
4. Reason for Change/Supporting Data:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Bidder is advised that availability and retention of records of the manufacturer sufficient to constitute proof of origin will be a condition of the resulting Contract.

|  |  |
|--|--|
| <b>Procurement Business Number (PBN) :</b><br><b>Numéro d'entreprise d'approvisionnement (NEA):</b><br><br>_____<br><br><b>Vendor/Firm Name and Address :</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur :</b><br><br><br><br><br> | <b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur caractère d'imprimerie)</b><br><br><b>Name/Nom :</b> _____<br><br><b>Title/Titre :</b> _____<br><br><b>Signature :</b> _____<br><br><b>Date :</b> _____ |
|--|--|