



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Pianist	
<b>Solicitation No. - N° de l'invitation</b> W0125-19SK01/A	<b>Date</b> 2018-01-31
<b>Client Reference No. - N° de référence du client</b> W0125-19-SK01	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-620-7439	
<b>File No. - N° de dossier</b> KIN-7-48225 (620)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-02-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Porter, Marta M.	<b>Buyer Id - Id de l'acheteur</b> kin620
<b>Telephone No. - N° de téléphone</b> (613) 547-7587 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SUPPLY CUSTOMER SUPPORT FLIGHT STN FORCES P.O.BOX 1000 ASTRA Ontario K0K3W0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Pianist	W0125	W0125	1	Each	\$	See Herein	

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 STATEMENT OF WORK.....	3
1.2 DEBRIEFINGS .....	3
1.3 TRADE AGREEMENTS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	10
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>11</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	11
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>13</b>
6.2 STATEMENT OF WORK.....	13
6.3 STANDARD CLAUSES AND CONDITIONS.....	14
6.4 TERM OF CONTRACT .....	15
6.5 AUTHORITIES .....	15
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	16
6.7 PAYMENT .....	16
6.8 INVOICING INSTRUCTIONS .....	18
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	18
6.10 APPLICABLE LAWS.....	19
6.11 PRIORITY OF DOCUMENTS .....	19
<b>ANNEX "A" .....</b>	<b>20</b>
STATEMENT OF WORK .....	20
<b>ANNEX "B" .....</b>	<b>23</b>
BASIS OF PAYMENT .....	23
<b>ANNEX "C" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>25</b>
ELECTRONIC PAYMENT INSTRUMENTS.....	25
<b>ANNEX D .....</b>	<b>26</b>
TASK AUTHORIZATION FORM DND 626.....	26
<b>ANNEX E .....</b>	<b>28</b>

Solicitation No. - N° de l'invitation  
W0125-19SK01/A  
Client Ref. No. - N° de réf. du client  
W0125-19SK01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-7-78225

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

---

ADDITIONAL CERTIFICATION INFORMATION .....28

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The contractor must provide scheduled and unscheduled pianist services for regular worship services in the 8 Wing Chapel for the Protestant Community of St Clement Astra Chapel and the Roman Catholic Community of Our Lady of Peace for the period of 01 April 2018 to 31 March 2019. There is also a provision for 2 additional one year option periods should they be exercised.

The Contractor must provide scheduled and unscheduled (when authorized by the Technical Authority) pianist services.

### **1.2 Debriefings**

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

### **1.3 Trade Agreements**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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

#### Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

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

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

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eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- 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.

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

Solicitation No. - N° de l'invitation  
W0125-19SK01/A  
Client Ref. No. - N° de réf. du client  
W0125-19SK01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-7-78225

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

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### **Section III:     Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

#	Mandatory Criteria	Bidder's response Identify Supporting Documentation (Specify Page #)
M1	The bidder must provide the name of one (1) Pianist as specified in Annex A, Statement of Work.	
M2	<p>The bidder must demonstrate their proposed pianist possess a minimum of 6 cumulative months experience playing piano within a church environment within the last 10 years. Church environment is considered as that of the Roman Catholic and/or Protestant denominations.</p> <p>Proof of experience must include the following: Description of the services provided, including the names of the 'churches', and the period of time the Bidder provided the services including the month &amp; year.</p>	
M3	<p>The proposed pianist must possess any one (1) of the following at the time of bid closing:</p> <ol style="list-style-type: none"><li>1. Comprehensive Certificate from a Conservatory of Music, minimum of Level 8 or;</li><li>2. Post-Secondary Certificate in Music.</li></ol> <p>Conservatory Canada website. <a href="http://www.conservatorycanada.ca/">http://www.conservatorycanada.ca/</a></p> <p>To demonstrate, a copy of the certificate must be provided. If not provided with bid proposal, it must be submitted to the Contracting Authority within 2 days of request.</p>	

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

Bidders must provide firm rates for all line items in Canadian funds, in accordance with Annex B, Pricing Basis A and B.

- a. The price for Scheduled Pianist Services (Pricing basis A) will be Monthly Unit Price multiplied by 12 to achieve Extended Price. The sum of all extended prices will be the Total Evaluated Price.
- b. The price for Unscheduled Pianist Services, "as-and-when" required basis (Pricing basis B) will be the unit price multiplied by the estimated annual usage to achieve Extended Price. The sum of all extended prices will be the Total Evaluated Price.

The above process (a & b) will be used in calculating Overall Total Evaluated Price for each year of the Contract from years 1 through 3.

The Total Evaluated Price, used to determine lowest bid, will be the sum of years 1 through 3 at Annex "B", Basis of Payment.

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid 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-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

Solicitation No. - N° de l'invitation  
W0125-19SK01/A  
Client Ref. No. - N° de réf. du client  
W0125-19SK01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-7-78225

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

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

#### **5.2.3.1 Status and Availability of Resources**

SACC Manual clause [A3005T](#) (2010-06-16) Education and Experience

#### **5.2.3.2 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

A requirement exists for a pianist to provide accompaniment music for the 8 Wing Chapel Services namely: Protestant Worship Services, Roman Catholic (RC) English Masses, and RC French Masses as well as RC Bilingual Masses regularly, and occasionally for other chapel services as outlined below. This type of service is an essential part of any vibrant worshipping community. Services will be required at CFB Trenton, Astra, ON in accordance with the Statement of Work in Annex A.

The Contractor must provide scheduled and unscheduled (when authorized by the Technical Authority) pianist services.

#### **6.2.1 Task Authorization**

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

##### **6.2.1.1 Task Authorization Process**

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

##### **6.2.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

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

##### **6.2.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

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

#### **6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

The data must be submitted on a semi-annual basis to the Contracting Authority.

The semi-annual periods are defined as follows:

1st semi-annual: April 1 to September 30;

2nd semi-annual: October 1 to March 31;

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

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

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the start and completion date for each authorized task.

##### **For all authorized tasks:**

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

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

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

#### **6.3.1 General Conditions**

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



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## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The Work is to be performed during the period of 1 April, 2018 to 31 March, 2019.

### **6.4.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Marta Porter  
Title: A/Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence Street, 2<sup>nd</sup> Floor  
Kingston ON., K7L 1X3  
Telephone: 613-547-7587 Cell: 613-483-6084  
Facsimile: 613-545-8067

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

### **6.5.2 Project Authority *(To be inserted by PSPC upon contract award)***

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative *(To be filled in by the bidder)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment – Pricing Basis A

For the Work described in the Scheduled Pianist Services of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ \_\_\_\_\_ *(insert the amount at contract award)*. Customs duties are included, and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

#### 6.7.2 Basis of Payment - Task Authorizations – Pricing Basis B

For the Work described in the Unscheduled Pianist Services of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by

the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.4 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

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

#### **6.7.5 Monthly Payment –Pricing Basis A**

SACC Manual Clause [H1008C](#) (2008-05-12) Monthly Payment

#### **6.7.6 Single Payment – Pricing Basis B**

SACC Manual Clause [H1000C](#) (2008-05-12) Single Payment

#### **6.7.7 T1204 – Direct Request by Customer Department**

SACC Manual Clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

#### **6.7.8 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

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

#### **6.7.9 Time and Contract Price Verification**

SACC Manual Clause [C0710C](#) (2007-11-30) Time and Contract Price Verification

#### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section 2035 12 entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. The date of the invoice;
- b. The Contractor's invoice number;
- c. The Contractor's mailing address;
- d. The Contract number as assigned by Public Services and Procurement Canada;
- e. The period of services;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6.8.1 Invoicing of Unscheduled Services**

1. For Work completed under Task Authorization, the Contractor must invoice based on issued task authorizations and include:
  - a. A completed DND 626 tasking document;
  - b. A description and breakdown of the hours or units of Work performed;
  - c. The date the Work was completed.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

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

##### **6.9.2 Mandatory Work Schedule**

The contractor must meet with a representative(s) of PSPC prior to starting the work. PSPC will request from the contractor their plan and schedule for how they will perform the services at Annex "A" – Statement of Work. The plan must include the names and scheduling of all personnel to be provided for these services. The contractor must also include a backup plan for when their staff are unable to provide the services at Annex "A" – Statement of Work.

#### **6.10 Applicable Laws**

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

#### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C, (2016-04-04), Services – Medium Complexity;;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, TASK AUTHORIZATION FORM DND 626;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

#### **6.12 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

#### **6.13 SACC Manual Clauses**

SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations  
SACC Manual clause [B9028C](#) (2007-05-25) Access to Facilities and Equipment

**ANNEX "A"**  
**STATEMENT OF WORK**

**1 Background:**

Traditionally, Military Chapels have used the services of individuals with musical abilities to augment the worship of the congregation by providing instrumental accompaniment during congregational worship. A requirement exists for a pianist to provide accompaniment music for the 8 Wing Chapel Services namely: Protestant Worship Services, Roman Catholic (RC) English or Bilingual Masses, RC French Masses and for other chapel services as outlined below. This type of service is an essential part of any vibrant worshipping community.

**2 Objective:**

The contractor must provide scheduled and unscheduled pianist services for regular worship services in the 8 Wing Chapel for the Protestant Community of St Clement Astra Chapel and the Roman Catholic Community of Our Lady of Peace for the period of 01 April 2018 to 31 March 2019. There is also a provision for 2 additional one year option period should they be exercised.

**3 Required Services:**

The Chapel Pianist shall provide music services (piano accompaniment) for the 8 Wing Chapel community in Astra, Ontario as identified below:

Service Required	Frequency (per month)
<b>1) Scheduled Pianist Services</b>	
a. Sunday Worship Service (Protestant)	3-5
b. Sunday Roman Catholic English or Bilingual Mass	3-5
<b>2) Unscheduled Pianist Services to be provided on an as and when requested basis:</b>	<b>As Required</b>
a. Sunday Roman Catholic French Mass	X
b. Rehearsals	X
c. Special Seasonal Worship Services <i>i.e.</i> : Advent, Christmas, Lent, Holy Week,	X
d. Official Funerals / Memorial Services	X

**4 Scheduled Pianist Services:**

8 Wing Trenton Chapel will be responsible to provide the piano, accompaniment books, music selection, paper supplies and technical support.

- **Sunday Worship Service / one hour per service as follows:**

Roman Catholic Mass (English or Bilingual) at 9:00 AM,  
Protestant Service at 11:00 AM.

Contractor will be required to arrive at least 20 minutes prior to the first scheduled chapel service.

Regular Sunday Services outside of the timing indicated above must be made by the applicable Faith Community Coordinator (FCC) for the Roman Catholic and/or Protestant communities and with pre-approval by the Wing Chaplain.

## **5 Unscheduled Pianist Services (as and when required):**

Roman Catholic Mass (French) at 10:00 AM,

- **Rehearsals**

Contractor will be required to arrive at least 10 minutes prior to scheduled rehearsal.

Rehearse chapel music with Protestant, Roman Catholic English, and Roman Catholic French Chapel choirs in consultation with the applicable FCC for the Roman Catholic and/or Protestant communities and with pre-approval by the Wing Chaplain. Rehearsals may be held twice a month. FCC, contractor & choir to agree upon and establish rehearsal schedule. Rehearsals will be 1 hour in length.

- **Special / Seasonal Services**

8 Wing Trenton Chapel will be responsible to provide the piano, accompaniment books, music selection, paper supplies and technical support.

Includes the following piano accompaniment services but not limited to:

- a. Advent Services; will not exceed four services for each community per year, Christmas Seasonal Services, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day
- b. Easter Services shall not exceed four services for each community per Fiscal year per year; Ash Wednesday (1<sup>st</sup> day of lent), Holy Thursday, Good Friday, Ester Vigil.
- c. Epiphany services (regular service) will not exceed ten services per community per year;
- d. Lenten services (regular service) shall not exceed three services per year;
- e. Holy Week shall not exceed four services per year.

All services are 1 hour with the exception of the Easter Vigil which is 3 hours in duration.

These Services shall be arranged in consultation with the applicable Faith Community Coordinator for the Roman Catholic and/or Protestant communities, approved by the Wing Chaplain. Some services may be required outside of Sunday mornings.

- **Funeral Service or Memorial Service for serving military members**

Military and Church Order of Services are 1 to 1 ½ hours in duration, depending on attendance.

## **6 Tasks:**

Coordinate chapel music selection with either Protestant, Roman Catholic chapel community choir, where one exists and with the appropriate Faith Community Coordinator.

Monitoring of the functional condition of the existing equipment used to provide music to the chapel. As the pianist is the primary user of the equipment, that person should have the best knowledge of how any given piece of equipment should be performing. Some of the equipment, such as the piano requires specific knowledge in how the item should sound, and whether or not the instrument is in or out of tune.

Solicitation No. - N° de l'invitation  
W0125-19SK01/A  
Client Ref. No. - N° de réf. du client  
W0125-19SK01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-7-78225

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

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Therefore, when a portion of the equipment requires repair or maintenance, the pianist shall be responsible to notify the Wing Chaplain for remedial action.

## **7 Pre-Commencement Meeting**

Upon contract award and prior to commencing any work, the Contractor must make themselves available to meet with the Technical Authority. This site visit will allow the Contractor to acquaint themselves with all stakeholders, facilities, equipment and Base Trenton's rules and regulations.

## **8 Delivery Point(s)**

Our Lady of Peace Chapel - Roman Catholic  
8 Wing Trenton  
91 Namao Drive East, Building 365  
P.O. Box 1000 Stn Forces  
Astra, Ontario  
K0K 3W0

Chapel of St Clement Astra – Protestant  
8 Wing Trenton  
P.O. Box 1000 Stn Forces  
91 Namao Drive East, Building 365  
Astra, Ontario  
K0K 3W0



Solicitation No. - N° de l'invitation  
W0125-19SK01/A  
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kin620  
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## **ANNEX "B"**

### **BASIS OF PAYMENT**

- B.1 All prices in Pricing Basis A are all-inclusive prices in Canadian currency for Scheduled Pianist Services as specified in the Statement of Work in Annex A.
- B.2 All prices in Pricing Basis B are all-inclusive prices in Canadian currency for unscheduled Pianist services in accordance with the Statement of Work in Annex A. All prices must include the applicable overhead. Written Task Authorizations (TASK AUTHORIZATION FORM DND 626) are required prior to the provision of services in Pricing Basis B.

**Pricing Basis A: Scheduled Pianist Services (All Denominations)**

Item	Description	Unit of Issue	Monthly Unit Price	Months	Extended Price Per Year(CAD)
<b>001</b>	<b>Year 1: 1-April 1, 2018 to 31 March, 2019</b> Scheduled Pianist Services in accordance with Annex A.	Mth	\$ _____/mth	12	\$ _____
<b>002</b>	<b>OPTION: Year 1: 1 April, 2019 to 31 March, 2020</b> Scheduled Pianist Services in accordance with Annex A.	Mth	\$ _____/mth	12	\$ _____
<b>003</b>	<b>OPTION: Year 2: 1 April, 2020 to 31 March, 2021</b> Scheduled Pianist Services in accordance with Annex A.	Mth	\$ _____/mth	12	\$ _____

**Pricing Basis B: Task Authorization  
Unscheduled Pianist Services**

Item	Description	Annual Usage	Unit of Issue	Unit Price Year 1	Unit Price Option Year 1	Unit Price Option Year 2
<b>001</b>	Special seasonal worship services identified in Annex A Section 5.	14	service	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>002</b>	Official Funerals / Memorial Services	6	service	\$ _____/ea	\$ _____/ea	\$ _____/ea

Solicitation No. - N° de l'invitation  
W0125-19SK01/A  
Client Ref. No. - N° de réf. du client  
W0125-19SK01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-7-78225

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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



Solicitation No. - N° de l'invitation  
W0125-19SK01/A  
Client Ref. No. - N° de réf. du client  
W0125-19SK01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-7-78225

Buyer ID - Id de l'acheteur  
kin620  
CCC No./N° CCC - FMS No./N° VME

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

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

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

**Delivery/Completion date**  
Completion date for the task.

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

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

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

**GST/HST**  
The GST/HST cost as appropriate.

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

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

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

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

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

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

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

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**A**  
Nom de l'entrepreneur.

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

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

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

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

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

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

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

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

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

## ANNEX E

### ADDITIONAL CERTIFICATION INFORMATION

#### 1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

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

Procurement Business Number - \_\_\_\_\_

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