



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage , Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Marine Highway Trailer	
Solicitation No. - N° de l'invitation F7044-170085/A	Date 2018-05-15
Client Reference No. - N° de référence du client F7044-170085	
GETS Reference No. - N° de référence de SEAG PW-\$\$ML-060-26825	
File No. - N° de dossier 060ml.F7044-170085	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-27	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Therrien, Jeremy	Buyer Id - Id de l'acheteur 060ml
Telephone No. - N° de téléphone (819) 420-4510 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS 195 Southside road RESPONSIBILITY CODE: H9610 St.John's Newfoundland and Labrador A1C 5H2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Marine Machinery and Services / Machineries et services
maritimes

11 Laurier St. / 11, rue Laurier

6C2, Place du Portage

Gatineau

Québec

K1A 0S5

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



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	Marine highway trailer as per Statement of Requirement Marine highway trailer as per Statement of Requirements	F7044	F7044	1	Each	\$	XXXXXXXXXXXX	See Herein	

MARINE HIGHWAY TRAILER

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 REQUIREMENT	3
1.3 DEBRIEFINGS	3
1.4 TRADE AGREEMENTS	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF BIDS	6
2.3 ENQUIRIES - BID SOLICITATION	6
2.4 APPLICABLE LAWS	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS.....	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES	9
4.2 BASIS OF SELECTION - MANDATORY TECHNICAL CRITERIA.....	10
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	11
PART 6 - RESULTING CONTRACT CLAUSES.....	12
6.1 SECURITY REQUIREMENTS	12
6.2 REQUIREMENT	12
6.3 STANDARD CLAUSES AND CONDITIONS	12
6.4 TERM OF CONTRACT	12
6.5 AUTHORITIES	12
6.6 PAYMENT	14
6.7 INVOICING INSTRUCTIONS.....	14
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION	15
6.9 APPLICABLE LAWS	15
6.10 PRIORITY OF DOCUMENTS	15
6.11 INSURANCE - NO SPECIFIC REQUIREMENT	15
6.12 INSPECTION AND ACCEPTANCE	15
6.13 PREPARATION FOR DELIVERY	16
6.14 TOOLS, SPARE PARTS AND LOOSE EQUIPMENT	16
6.15 CONDITION OF MATERIAL - CONTRACT	16
ANNEX A	17
STATEMENT OF REQUIREMENTS	17
ANNEX B	22
ELECTRONIC PAYMENT INSTRUMENTS	22
ANNEX C	23
FINANCIAL EVALUATION CRITERIA	23
ANNEX D	24

Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

DOMESTIC TRAILER REGISTRATION GUIDELINES	24
ANNEX E	32
FOREIGN TRAILER REGISTRATION GUIDELINES	32

MARINE HIGHWAY TRAILER

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and 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.

The [2003](#) standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: “Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture.”
 - subsection 2.d is deleted entirely and replaced with the following: “send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;”
 - subsection 2.e is deleted entirely and replaced with the following: “ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,”
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: “PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted.”
- Section 7, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: “d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity.”
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

“Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is (819) 997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.

2. ePost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation \(https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a\)](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving

Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.

- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.”

2.1.1 Condition of Material - Bid

SACC Manual Clause [B1000T](#) (2014-06-26), Condition of Material - Bid

2.2 Submission of Bids

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

2.2.1 Best Delivery Date - Bid

While delivery is requested by August 31st, 2018, the best delivery that could be offered is _____.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to one (1) GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I:	Technical Bid
Section II:	Financial Bid
Section III:	Certifications

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I:	Technical Bid in one (1) hard copy.
Section II:	Financial Bid in one (1) hard copy.
Section III:	Certifications in one (1) hard copy.

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

1. use 8.5 x 11 inch (216 mm x 279 mm) paper; and
2. 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 B, Electronic Payment Instruments, to identify which ones are accepted.

If Annex B, 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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

1. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
2. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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.

To be declared responsive, a bid must meet all mandatory technical criteria as described for which an offer is submitted.

Mandatory technical criteria M1 to M3 must be addressed in order to be technically compliant. The Offeror must submit the supporting documentation required in accordance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Requirements		
Item	Mandatory Technical Criteria	Do you meet the criteria? (YES or NO) How do you meet the criteria?
M1	The bidder must provide objective evidence that it has the technical knowledge and proven capability in providing and supporting trailers of same size, type and complexity which is the subject to this Request For Proposal; by providing a detailed list of such trailers (minimum of 2) sold within the last three (3) years with the names of the clients.	Provide complete details as to where, when and through which activities the stated qualifications/experience were obtained. Provide general drawings for at least two (2) different trailers certified for use on public roads that the bidder has produced.
M2	The bidder must have produced at least one (1) trailer certified for use on public roads with a capacity of twenty four thousand (24,000) pounds or higher.	Provide general drawings of at least one (1) trailer or other supporting documentation.
M3	The bidder must be registered with Transport Canada and authorized to affix Transport Canada's Compliance Label to the trailer.	Provide certification from Transport Canada.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Canadian / Foreign Bidders

1. The price of the bid will be evaluated as follows:
 - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes

payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.

2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

4.2 Basis of Selection - Mandatory Technical Criteria

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, considering the delivery date, with the lowest evaluated price will be recommended for award of a contract.

Canada reserves the right to accept the responsive bid with the lowest evaluated price meeting the delivery date of August 31st, 2018. If no bid meet the delivery date of August 31st, 2018, Canada reserves the right to accept the responsive bid with the best delivery date, in RFP Clause 2.2.1.

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 \(http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html\)](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 \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#\)](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.

5.2.3 Statement of compliance

The bidder must provide a statement of compliance with each article of Annex A, Statement of Requirements.

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 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed under the Requirement at Line Item 1.

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

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive.

(The Contracting Authority will insert the information at Contract Award)

6.4.2 Delivery Date

All the deliverables must be received on or before _____.

(The Contracting Authority will insert the information at Contract Award)

6.4.3 Delivery Point

The requirement must be delivered in intact form free of any transport damages.

Delivery of the requirement will be made at the single delivery point identified at the following destination:

Address: Canadian Coast Guard
195 Southside Road
St. John's (Newfoundland and Labrador) A1C 5H2

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jérémy Therrien

Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

Title: Intern Officer
Directorate: Public Services and Procurement Canada
Defence and Marine Procurement Branch
Marine Services and Small Vessel Sector
Refit, Logistic and Small Vessels Construction Directorate
Machinery and Logistics Support Division
Address: 11 Laurier Street
Place du Portage III, 6C2-28
Gatineau (Quebec) K1A 0S5
Telephone: (819) 420-4510
Facsimile: (819) 956-0897
E-mail address: Jeremy.therrien@tpsgc-pwgsc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

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

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

(The Contracting Authority will insert the information at Contract Award)

The Technical 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.2 Inspection Authority

The Inspection Authority for the Contract is:

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

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

(The Contracting Authority will insert the information at Contract Award)

The Inspection 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 Inspection Authority, however the Inspection 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

The Contractor's Representative for the Contract is:

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

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

(The Contracting Authority will insert the information at Contract Award)

6.6 Payment

6.6.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified at Line Item 1 for a cost of \$ _____. Customs duties are included and Applicable Taxes are extra.

(The Contracting Authority will insert the information at Contract Award)

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.

6.6.2 Single Payment

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

6.6.3 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; or
- c. Direct Deposit.

(The Contracting Authority will insert the information at Contract Award)

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:
 - a. a copy of the release document and any other documents as specified in the Contract; and
 - b. a copy of the invoices, receipts, vouchers for all direct expenses.
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; and
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

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

(The Contracting Authority will insert the information at Contract Award)

6.10 Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity);
- c. Annex A, Statement of Requirements; and
- d. the Contractor's bid dated _____.

(The Contracting Authority will insert the information at Contract Award)

6.11 Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.12 Inspection and Acceptance

Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.13 Preparation for Delivery

The requirement must be serviced, adjusted and delivered in condition for immediate use.

6.14 Tools, Spare Parts and Loose Equipment

For shipment verification, tools, spare parts, and all loose equipment, which are shipped loose with the Marine Highway Trailer, must be listed on an attached packing note.

6.15 Condition of Material - Contract

The Contractor must provide material that is new production of current manufacture 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.

ANNEX A STATEMENT OF REQUIREMENTS

1. Requirement

To provide Canadian Coast Guard (CCG) in St. John's, Newfoundland and Labrador, with a quantity of one (1) Marine Highway Trailer, fifth wheel gooseneck with drop deck. The Canadian Coast Guard will use the Marine Highway Trailer to transport a thirty (30) feet barge on the highway and to different destinations across the province of Newfoundland and Labrador. The Marine Highway Trailer will not get in contact with a large body of water (river, canal, channel, harbor, swamp, lake, sea, ocean, etc.); neither freshwater nor saltwater.

2. Reference Documents, Rules, Regulations and Standards

The Marine Highway Trailer must meet or exceed the following requirements:

- a. Newfoundland Regulation 81/01;
(<http://www.assembly.nl.ca/legislation/sr/annualregs/2001/Nr010081.htm>)
- b. Motor Vehicle Safety Act (MVSA);
(<http://lois-laws.justice.gc.ca/eng/acts/M-10.01/>)
- c. Motor Vehicle Safety Regulations (MVSR);
(<https://www.tc.gc.ca/eng/acts-regulations/regulations-crc-c1038.htm>)
- d. Motor Vehicle Transport Act (MVTA);
(<http://laws-lois.justice.gc.ca/eng/acts/M-12.01/>)
- e. Canada Motor Vehicle Safety Standards (CMVSS);
(<http://www.tc.gc.ca/eng/motorvehiclesafety/resources-acts-regulations-reginfo-index-46.htm>)
- f. Technical Standards Documents (TSD);
(<http://www.tc.gc.ca/eng/motorvehiclesafety/resources-acts-regulations-reginfo-index-46.htm>)
- g. Guidelines on Enforcement and Compliance Policy;
(<http://www.tc.gc.ca/eng/motorvehiclesafety/resources-acts-regulations-reginfo-index-46.htm>)
- h. Trailers: Federal Lighting Equipment Location Requirements;
(<http://www.tc.gc.ca/eng/motorvehiclesafety/resources-acts-regulations-reginfo-index-46.htm>)
- i. The requirements in order to be licensed and registered in the province of Newfoundland and Labrador;
- j. All welding must be performed in accordance with CSA Standards;
(<http://shop.csa.ca/en/canada/construction-and-engineering/welding-and-structural-metals/icat/welding>)
- k. The Domestic Trailer Registration Guidelines, Annex D for Canadian companies; or The Foreign Trailer Registration Guidelines, Annex E for foreign companies.

3. Technical Requirements

- a. The Marine Highway Trailer must be capable to connect with hitch air connectors directly to a transport semi-truck for highway travel.
- b. The Marine Highway Trailer must have a raised forward deck, a main lowered deck and a rear raised deck. See Appendix A of Annex A for Barge and trailer concept reference information. Reference guide only, the Contractor is responsible for producing production drawings and submitting them for approval to the Technical Authority.
- c. The Marine Highway Trailer must have a minimum main deck length of twenty nine (29) feet.
- d. The Marine Highway Trailer must have a minimum total carrying load of twenty four thousand (24,000) pounds highway.
- e. The Marine Highway Trailer must have three (3) inches "D" ring tie downs every three (3) feet; front to back on both sides of the front, main and rear decks.
- f. The Marine Highway Trailer must have a framework construction made of Hollow Structural Section (HSS) Steel tubing.
- g. The Marine Highway Trailer must be sandblasted to white metal and prepped with one (1) coat of primer before adding one (1) topcoat of Amerlock 2 (or equivalent; approbation needed from the Technical Authority beforehand) black paint as a final coat. Each coat must be applied as per the manufacturer's specifications, including the drying time.
- h. Upon completion of the Marine Highway Trailer paint, the front, main and rear deck surfaces must be completely covered with pressure treated wood decking.
- i. The Marine Highway Trailer must have a two (2) inches SAE fifth wheel gooseneck front deck hitch.
- j. The Marine Highway Trailer must be tandem axle.
- k. The Marine Highway Trailer must have air ride suspension on both axles with four (4) tires per axle.
- l. The Marine Highway Trailer must have air operated drum brakes with spring parking brakes on both axles, Oil bath bearings with ABS Antilock Brake System and ABS Indicator light with standard air receivers for hookup from a transport semi-truck.
- m. The Marine Highway Trailer must have tires of the following dimensions: 245/70R17.5 radials, eighteen (18) ply.
- n. The Marine Highway Trailer must have eight (8) tires installed and balanced on eight (8) corresponding aluminum rims.
- o. The Marine Highway Trailer must have two (2) corresponding adjustable height front deck landing pads (Trailer Jacks). One (1) on the right side and one (1) on the left side of the gooseneck; so that the flat deck of the Marine Highway Trailer can remain level to the ground when the barge is loaded on the main deck and is not hooked up to a transport semi-truck.
- p. The Marine Highway Trailer must have a standard electrical hookup for lighting connection with a standard transport semi-struck. All lighting must be marine grade LEDs

with marine grade wiring and conform to the requirements of the Department of Transportation (DOT) for the province of Newfoundland and Labrador.

- q. The Marine Highway Trailer must have two (2) rear weatherproof amber LED strobe lights mounted to the rear deck with a switch from the main electrical harness for manual on and off operation from inside the drivers' cabin.
- r. The Marine Highway Trailer must have two (2) standard warning flag holders mounted on the rear deck.
- s. The Contractor must provide a lockable aluminum weathertight storage box mounted for the aft deck. Its minimum size must be of sixty (60) inches long X thirty (30) inches wide X twenty-eight (28) inches height. It must have a single access door on the top length of the box. The storage box must be mounted to the aft deck so that no movement will occur during travel, but must be able to be easily removed from the aft deck.
- t. The Marine Highway Trailer must be delivered fully assembled.
- u. The Marine Highway Trailer must come with (4) spare tires installed and balanced on four (4) aluminum rims of the same make and model as installed on the Marine Highway Trailer. They are not going to be attached anywhere on the Marine Highway Trailer.
- v. The Marine Highway Trailer must have a nameplate (Manufacturer's Technical Plate) installed on with the Brand Name, Model, Serial Number and Vehicle Identification Number (VIN).
- w. The Marine Highway Trailer must be equipped with one (1) adequate Trailer Jack and one (1) adequate Bolt spanner for the wheel bolts installed on the Marine Highway Trailer, in accordance with motor vehicle regulations.
- x. All the Marine Highway Trailer's rough edges and sharp angled corners must be rounded smooth and ergonomically fitted.
- y. All the Marine Highway Trailer's electrical equipment and hardware must be installed in accordance with the manufacturer's specifications. All fitted electrical equipment must be capable of operating simultaneously with any other fitted electronics equipment.
- z. The Marine Highway Trailer must be equipped with mudguards, which conform to Transport Canada Standards.

4. Deliverables

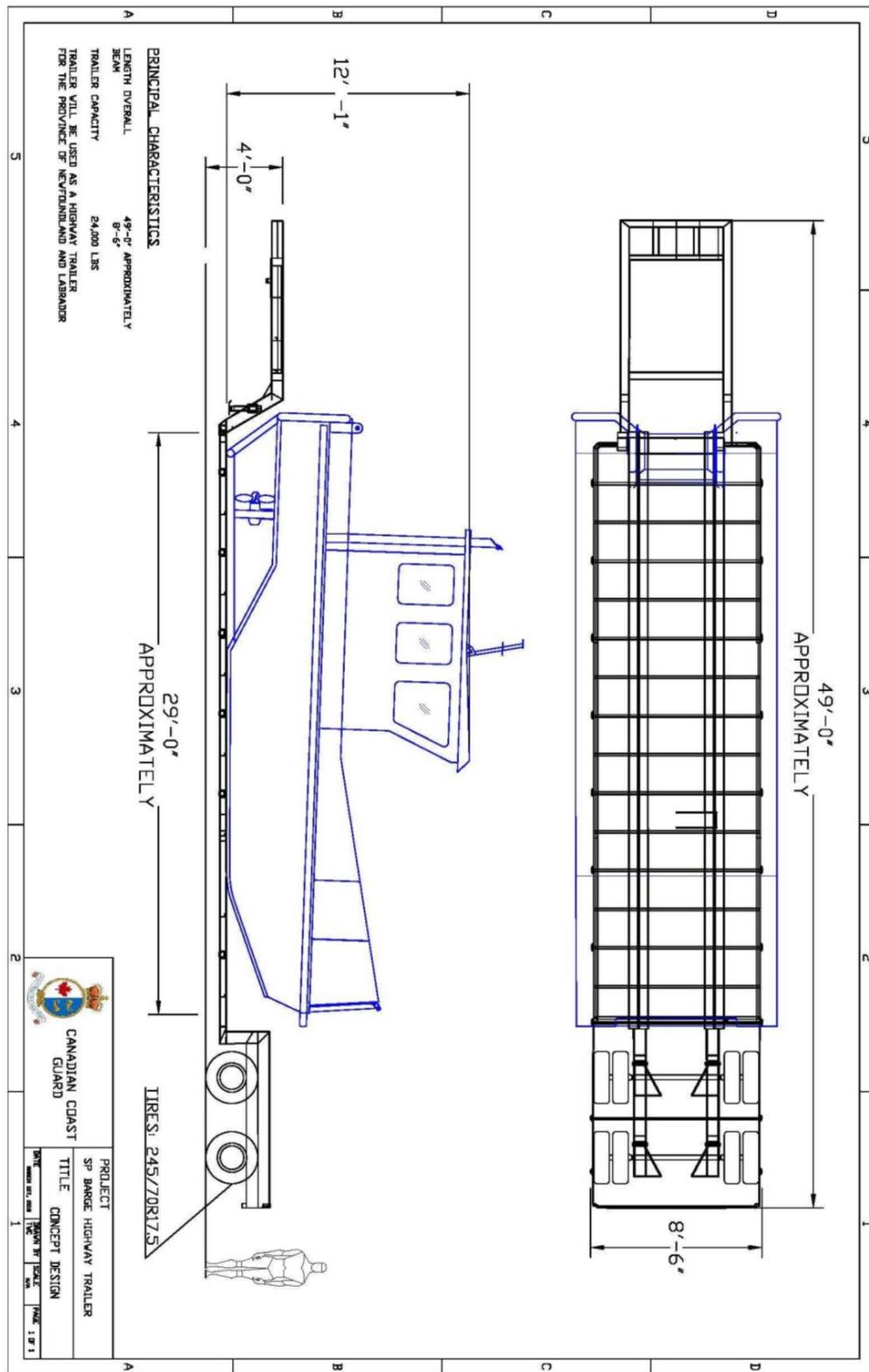
- a. One (1) fully assembled Marine Highway Trailer.
- b. A valid nameplate (Manufacturer's Technical Plate) including the Brand Name, Model, Serial Number and Vehicle Identification number (VIN) installed on the Marine Highway Trailer.
- c. A valid National Safety Mark (NSM) applied to the Marine Highway Trailer.
- d. A valid Registration Certificate for Newfoundland and Labrador for the Marine Highway Trailer.
- e. The finished drawings for the Marine Highway Trailer in an electronic format and a paper format.

- f. The Technical Publications required for description, operation, installation, maintenance and repair of the Marine highway Trailer.
- g. The Manufacturer's Product Sheet showing the complete list of specifications for the Marine highway Trailer.
- h. Four (4) spare tires installed and balanced on four (4) aluminum rims of the same make and model as installed on the Marine Highway Trailer.
- i. One (1) adequate Trailer Jack and one (1) adequate Bolt spanner for the wheel bolts installed on the Marine Highway Trailer.

5. Inspection Authority

The Inspection Authority for the Contract is the same person as the Technical Authority identified in Part 6 at Article 6.5.2 of the Contract.

6. Appendix A - Barge and Marine Highway Trailer Reference Information



Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

ANNEX B

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card; or
- Direct Deposit.

Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

**ANNEX C
FINANCIAL EVALUATION CRITERIA**

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

In order to be responsive, a financial offer must have prices in all the spaces reserved for prices.

Requirement				
A	B	C	D	E
Description	Unit of Issue	Quantity	Price (\$ CAD)	Subtotal (\$ CAD) (C x D)
Marine Highway Trailer as per Statement of Requirements	ea.	1		
Subtotal Before Canadian Sales Taxes (\$ CAD)				

ANNEX D DOMESTIC TRAILER REGISTRATION GUIDELINES

GUIDELINES FOR CANADIAN MANUFACTURER OF TRAILERS TO OBTAIN MINISTERIAL AUTHORIZATION TO USE AND AFFIX THE NATIONAL SAFETY MARK

Under the *Motor Vehicle Safety Act (MVSA)*, the Minister of Transport issues the authorization to affix the **national safety mark (NSM)** to companies engaged in the business of manufacturing vehicles in Canada. Subsection 4 of the Act states that “...*no company can ship from one province to another, or deliver to any person for the purpose of being so shipped, any vehicle of a prescribed class manufactured in Canada unless it has a national safety mark applied to it...*”. These guidelines provide the information necessary for a **Canadian trailer manufacturer** to apply for Ministerial authorization to affix the NSM, or to provide an update about their current NSM operations.

Successful registration with TC is not an endorsement or approval of a manufacturer or a particular vehicle. It is rather a validation that the manufacturer authorized to affix the national safety mark has demonstrated knowledge of the MVSA, the MVSR and based on the information provided, the capability to “self-certify” their vehicle production to comply with the applicable Canada Motor Vehicle Safety Standards (CMVSS).

Please note that the information requested may only relate to a portion of the standards applicable. Manufacturers must ensure that compliance has been addressed in full for all portions of the applicable federal standards. Schedule III of the regulations are to be consulted to determine the standards that apply to each regulated class of vehicle. Once the applicable standards are identified, manufacturers must then certify that their vehicle production is in conformance with those applicable standards.

For the standards that require testing, test documents must comply with the requirements of Section 5(1) (g) of the Act, which states that: “...*records are maintained and furnished in the prescribed form and manner in relation to the design, manufacture, testing and field performance of the vehicle or equipment, for the purpose of*

- (i) *enabling an inspector to determine whether the vehicle or equipment conforms to all prescribed standards applicable to it...*”

In order for an inspector to determine compliance, the test records must be clear, concise, complete, and must show compliance to the requirements of the standard in the same order as they appear in the standard. Tests must include details of the components tested, photographs of the testing, a description of the test equipment and its calibration, and similar information normally found in a technical report. Test reports that do not enable the determination of conformance will cause the application to be rejected.

Companies must also be aware that certification is “on-going”, meaning that it requires continual maintenance. Transport Canada utilizes an audit program where TC inspectors randomly visit manufacturers to monitor their ability to ensure conformance of their vehicles. Contraventions of the MVSA are subject to the fines and penalties found under the *Offences and Punishment* section of the MVSA.

The *Motor Vehicle Safety Act (MVSA)*, the *Motor Vehicle Safety Regulations (MVSR)*, the *Canada Motor Vehicle Safety Standards (CMVSS)*, *Technical Standards Documents (TSD)*, *Test Methods (TM)* and other pertinent information such as the *Guidelines on Enforcement and Compliance Policy*, may be viewed at: <http://www.tc.gc.ca/eng/roadsafety/resources-acts-regulations-reginfo-index-46.htm>.

1. Registration Documents

- 1.1 Complete and submit the REQUEST FORM TO OBTAIN AUTHORIZATION TO AFFIX THE NATIONAL SAFETY MARK provided on page 6.
 - o Please indicate if this is a new application or a company update.
- 1.2 For **new** NSM applicants, complete and submit the APPLICATION FOR ASSIGNMENT OF A WORLD MANUFACTURER IDENTIFIER (WMI) CODE provided on page 7.
 - o You will receive the WMI code once the National Safety Mark has been issued.
- 1.3 Provide a copy of your federal or provincial corporate registration document or certificate.
- 1.4 Provide a copy of your company's business number registration (e.g. HST, GST, [Business Number](#) (BN) with the Canada Revenue Agency).

2. Compliance Label

- 2.1 Submit a clear photograph of a completed compliance label as required under section 6 of the MVSR **and its location** as affixed to a typical trailer you manufacture. The compliance label must be applied to the forward half of the left side of the trailer so that it is easily readable from the outside. It must: be permanently attached to the vehicle, be resistant to or protected against any weather condition to which the label may be exposed, have lettering that is; clear and indelible, indented, embossed or in a colour that contrasts with the background colour of the label, is in block capitals and numerals not less than 2 mm in height; and have metric units identified by the appropriate name or symbol. Consult the regulations for further details. The drawing depicting the national safety mark must be at least 13 mm in diameter.

Examples of a standard compliance label formats are provided next:

Trailer - Generic

MANUFACTURED BY/FABRIQUÉ PAR: _____		
TYPE: _____	DATE: _____	
GVWR/PNBV _____ KG V.I.N./N.I.V: _____		
GAWR/PNBE KG	TIRE/PNEU - DIMENSION - RIM/JANTE	COLD INFL. PRESS. / PRESS.DE GONFL. À FROID PSI/LPC KPA

Travel - Trailer

MANUFACTURED BY/FABRIQUÉ PAR: _____		
TYPE: _____	DATE: _____	
GVWR/PNBV _____ KG	V.I.N./N.I.V.: _____	
GAWR/PNBE KG	TIRE/PNEU - DIMENSION - RIM/JANTE	COLD INFL. PRESS. / PRESS. DE GONFL. À FROID PSI/LPC KPA
CARGO-CARRYING CAPACITY: _____ KG CALCULATED WITH THE FRESH WATER TANKS FULL (COLD _____ KG HOT _____ KG) AND THE WASTE WATER TANKS EMPTY		CAPACITÉ DE CHARGEMENT: _____ KG CALCULÉE AVEC LES RÉSERVOIRS D'EAU DOUCE PLEINS (FROIDE _____ KG CHAUDE _____ KG) ET LES RÉSERVOIRS D'EAUX USÉES VIDES
MASS OF WASTE WATER TANKS FULL: _____ KG		MASSE DES RÉSERVOIRS D'EAUX USÉES PLEINS: _____ KG

3. Lighting System and Retro-Reflective Devices

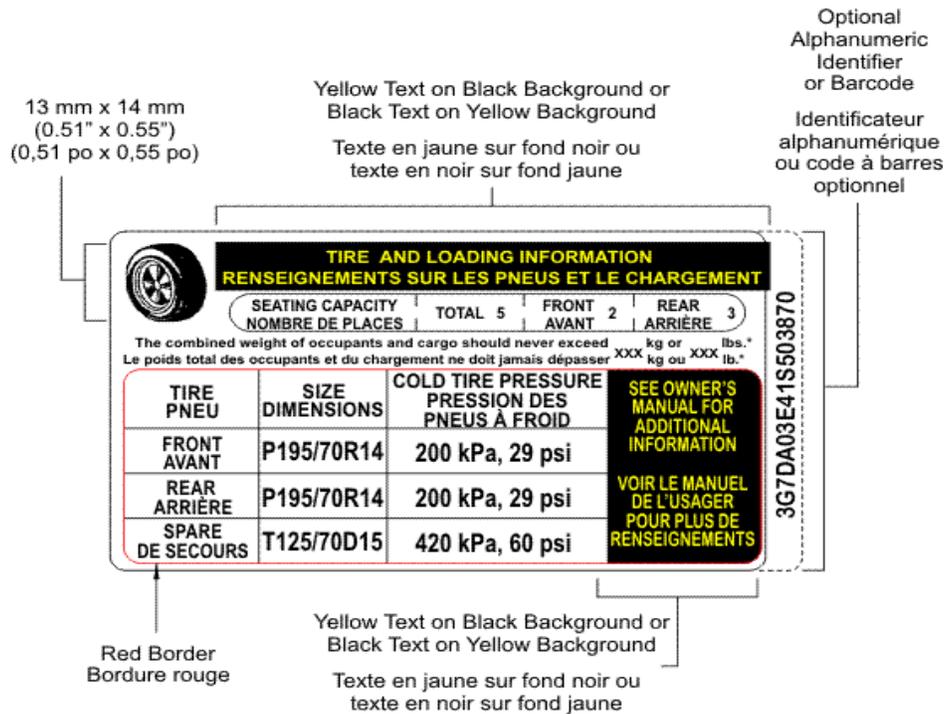
- 3.1 Submit a technical drawing and/or photographs showing a front, side, and rear view indicating the location of the prescribed lighting system and retro-reflective devices installed on the trailer. Include the overall dimensions of the trailer.
- 3.2 Provide the SAE or DOT code markings of the lamps that will be installed on the trailers.

4 Tire Selection and Rims for Motor Vehicles with a GVWR of More than 4,536 kg (if applicable)

- 4.1 Submit clear photographs of the rim markings that are required under subsection S5.2 of TSD 120.

5. Tire Selection and Rims for Motor Vehicles with a GVWR of 4,536 kg or Less (if applicable)

- 5.1 Submit clear photographs of the rim markings required under subsection S4.4.2 of TSD 110.
- 5.2 Submit a clear photograph of a vehicle placard (tire and loading label) affixed to the vehicle in accordance with TSD 110. Consult the regulations for further details. See example provided next:



* For trailers, this statement should read:
 "The weight of cargo should never exceed XXX kg or XXX lbs."

* Sur les remorques, le libellé est le suivant :
 « Le poids du chargement ne doit jamais dépasser XXX kg ou XXX lb. »

6. Motor Vehicle Tire Safety Regulations (TSD 119, New Tires for Motor Vehicles with a GVWR of More than 4,536 kg; and TSD 139 New Radial Ply Tires for Motor Vehicles with a GVWR of 4,536 kg or Less) *(if applicable)*

6.1 Submit the tire information (photographs may be submitted) required under section 6.5 of TSD 119 and S5.5 of TSD 139. Visit <http://www.tc.gc.ca/eng/acts-regulations/regulations-sor2013-198.html> for links to Motor Vehicle Safety Tire Regulations and related Canada Motor Vehicle Safety Standards (CMVSS) and Technical Standard Documents (TSD).

7. Vehicle Identification Number

7.1 Submit a sample of a vehicle identification number composition in accordance with CMVSS 115. In the absence of a world manufacturer identification code as referred to in subsections (3) (a) and (a.1) of CMVSS 115, please provide a breakdown to the greatest extent possible to demonstrate compliance with CMVSS 115.

8. Air Brake Systems *(if applicable)*

Submit test reports to demonstrate compliance to TSD 121;

- 8.1 plumbing schematic;
- 8.2 supply and release tests S5.3.3. & S5.3.4;
- 8.3 S5.6.1. (a) Static retardation force calculation must be ≥ 0.28 ;
- 8.4 test trailer and component specification chart comparison;

8.5 S5.2.3.1, S5.2.3.2.

9. Rear Impact Guards *(if applicable)*

9.1 Submit information to demonstrate compliance to CMVSS 223.

10. Trailer Cargo Anchoring Devices *(if applicable)*

10.1 Submit information to demonstrate compliance to CMVSS 905.

11. Snowmobile Trailers *(if applicable)*

11.1 Submit a test report to demonstrate compliance to CMVSS 906.

Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

REQUEST FORM TO OBTAIN AUTHORIZATION TO AFFIX THE NATIONAL SAFETY MARK

By virtue of submitting this form, (the company) _____ is seeking to; (*select one*)

- obtain ministerial authorization to affix the National Safety Mark (NSM) to vehicles it manufactures in Canada; or
- update its current company profile for NSM # _____ (*please specify*).

The physical address where NSM will be affixed (Note: an actual site address is required):

Street	City	Province	Postal code
Telephone number (include area code)	Fax number (include area code)	Website	

Mailing address (if different from physical):

Street	City	Province	Postal code
Telephone number (include area code)	Fax number (include area code)	Company E-mail (<i>optional</i>)	

Please provide (as needed) a list of additional addresses where the NSM will be affixed:

List attached: please check the appropriate selection with an [X] <input type="checkbox"/> Yes, Indicate the number of pages _____; <input type="checkbox"/> No

The following documents are also required:

- A copy of the company's federal or provincial business registration certificate.
Note: The registered name must match the name of the company listed on this application.
- A copy of the company's GST number registered with the Canada Revenue Agency.

Class(es) of vehicle(s) manufactured by the company (as listed under Schedule III of the Motor Vehicle Safety Regulations):

Class(es) of vehicle(s)	
Annual production estimates	Area(s) of distribution (list of province(s)) - Anticipated or current

The name of the person in the company responsible for vehicle compliance:

Name (please print)	Title (please print)	
Telephone number (include area code)	Fax number (include area code)	E-mail
Signature		Date (yyyy-mm-dd)

It is imperative that the contact person listed above be informed of the applicable Motor Vehicle Safety Regulations and Canada Motor Vehicle Safety Standards (CMVSS) as prescribed by the *Motor Vehicle Safety Act*.

Solicitation No. - N° de l'invitation
F7044-170085/A
 Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
 File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
 CCC No./N° CCC - FMS No./N° VME

**APPLICATION FOR ASSIGNMENT OF A WORLD MANUFACTURER IDENTIFIER (WMI) CODE
 As prescribed by the Canadian Motor Vehicle Safety Standard (CMVSS) - 115**

Note: The company name as registered on its business certificate must be listed on this application.

Name of manufacturer (please print)

The physical address where WMI will be used (Note: physical address required):

Street	City	Province	Postal code
Telephone number (include area code)	Fax number (include area code)	Website	

Mailing address (if different from physical):

Street	City	Province	Postal code
Telephone number (include area code)	Fax number (include area code)	Company E-mail (optional)	

Please provide (as needed) a list of additional addresses where WMI will be used:

List attached: please check the appropriate selection with an [X] <input type="checkbox"/> Yes, Indicate the number of pages _____; <input type="checkbox"/> No
Class of Vehicle: please check with an [X] the classes of vehicles manufactured by the company
<input type="checkbox"/> Trailer <input type="checkbox"/> Trailer Converter Dolly <input type="checkbox"/> Bus <input type="checkbox"/> Motorcycle <input type="checkbox"/> Restricted Use Motorcycle <input type="checkbox"/> Multipurpose Passenger Vehicle (MPV) <input type="checkbox"/> Passenger Car <input type="checkbox"/> Snowmobile <input type="checkbox"/> Snowmobile Cutter <input type="checkbox"/> Truck <input type="checkbox"/> Low Speed Vehicle <input type="checkbox"/> Three Wheeled Vehicle
Production Volume estimates: please check A) or B) <input type="checkbox"/> A) Producing fewer than 1000 units per year; <input type="checkbox"/> B) Producing 1000 or more units per year.

The name of the person making the application:

Name (please print)	Title (please print)	Email
Signature		Date (yyyy-mm-dd)

(Transport Canada will authorize the CVMA to assign the World Manufacturer Identifier Code according to information given above)

Note to CVMA:	
Company has been authorized for the following NSM:	_____
Please authorize "WMI" code:	_____
Transport Canada Inspector:	_____
Inspector Email address:	_____
Date (yyyy-mm-dd):	_____

Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

Additional Notes:

Send all requested information to Transport Canada;

- Electronic submissions are preferred and all documents can be sent to: mvs-sa@tc.gc.ca
 - Please note that our incoming email attachment size limit is five (5) megabytes per email. If sending multiple emails, ensure to label them accordingly (ex: message 1 of 4, message 2 of 4, etc.)

Or, in writing to: Transport Canada
Motor Vehicle Safety Directorate
Place de Ville, Tower C
330 Sparks Street
Ottawa, Ontario K1A 0N5 (Canada)

Due to the high volume of applications received by this office and assuming that all required information is provided, accurate, and in the same order as requested, please allow **four (4) to six (6) weeks to review and process your application.**

- Note that incomplete or randomly submitted information will be rejected and will have to be resubmitted.
- We will notify you when the process has been completed.

ANNEX E FOREIGN TRAILER REGISTRATION GUIDELINES

GUIDELINES FOR FOREIGN MANUFACTURER OF TRAILERS TO REGISTER IN TRANSPORT CANADA'S APPENDIX G PRE-CLEARANCE PROGRAM

The purpose of the Transport Canada **Appendix G Pre-clearance program** is to provide a streamlined border process for Canadian commercial importers that purchase new Canadian compliant vehicles directly from foreign manufacturers that are listed on Appendix G. These guidelines provide the information necessary for a **foreign trailer manufacturer** to apply for registration, or to update their company profile with Transport Canada's Appendix G Pre-clearance program. Successful registration with TC is not an endorsement or approval of an importer, manufacturer, or a particular vehicle. It is rather a validation that the foreign manufacturer registered in the Appendix G Pre-clearance program has demonstrated knowledge of the MVSA, the MVSR and based on information provided, the capability to "self-certify" their vehicle production to comply with the applicable Canada Motor Vehicle Safety Standards (CMVSS).

Please note that the information requested may only relate to a portion of the standards applicable. Companies must ensure that compliance has been addressed in full for all portions of the applicable federal standards. Schedule III of the regulations are to be consulted to determine the standards that apply to each regulated class of vehicle. Once the applicable standards are identified, the vehicle is then certified by the manufacturer to conform to those applicable standards.

For those standards that require testing, test documents must comply with the requirements of section 5(1) (g) of the Act, which states that: "...records are maintained and furnished in the prescribed form and manner in relation to the design, manufacture, testing and field performance of the vehicle or equipment, for the purpose of

- (i) *enabling an inspector to determine whether the vehicle or equipment conforms to all prescribed standards applicable to it...*"

In order for an inspector to determine compliance, the test records must be clear, concise, complete, and must follow the requirements of the standard in the same order as they appear in the standard. Tests must include details of the components tested, photographs of the testing, a description of the test equipment and its calibration, and similar information normally found in a technical report. Test reports that do not enable the determination of conformance will cause the application to be rejected.

Companies must also be aware that certification is "on-going", meaning that it requires continual maintenance. Transport Canada utilizes an audit program where TC inspectors randomly visit importers to monitor their ability to ensure conformance of their vehicles. Contraventions of the MVSA are subject to the fines and penalties found under the *Offences and Punishment* section of the MVSA.

The *Motor Vehicle Safety Act (MVSA)*, the *Motor Vehicle Safety Regulations (MVSR)*, the *Canada Motor Vehicle Safety Standards (CMVSS)*, *Technical Standards Documents (TSD)*, *Test Methods (TM)* and other pertinent information such as the *Guidelines on Enforcement and Compliance Policy*, may be viewed at:
<http://www.tc.gc.ca/eng/motorvehiclesafety/safety-standards-vehicles.html>.

1. Registration Documents

- 1.1 Complete and submit the FOREIGN VEHICLE MANUFACTURER “PRE-CLEARANCE” REGISTRATION & UPDATE FORM provided above on page 6.
 - o Please indicate if this is a new application or a company update.
- 1.2 Submit proof of World Manufacturer Identification (WMI) registration:
 - o Supply confirmation that the manufacturer is listed on the National Highway Traffic Safety Administration (NHTSA) website for part 565 and part 566 Manufacturer Identification **for the class of vehicle you are applying to register**. This information can be verified at <http://www.nhtsa.gov/cars/rules/manufacture>.
 - o Note: We regret that without this confirmation, we will be unable to process the application.
 - o Additional information about WMI registration is also accessible on the Society of Automotive Engineers Web site at <http://www.sae.org/standardsdev/groundvehicle/vin.htm>.
- 1.3 Provide a copy of your corporate registration document or certificate.

2. Compliance Label

- 2.1 Submit a clear photograph of a completed compliance label as required under section 6 of the MVSR **and its location** as affixed to a typical trailer you manufacture. The compliance label must be applied to the forward half of the left side of the trailer so that it is easily readable from the outside. It must: be permanently attached to the vehicle, be resistant to or protected against any weather condition to which the label may be exposed, have lettering that is; clear and indelible, indented, embossed or in a colour that contrasts with the background colour of the label, is in block capitals and numerals not less than 2 mm in height; and have metric units identified by the appropriate name or symbol. Consult the regulations for further details.

Examples of a standard compliance label formats are provided next:

Trailer - Generic

MANUFACTURED BY/FABRIQUÉ PAR: _____		
TYPE: _____		DATE: _____
GVWR/PNBV _____ KG		V.I.N./N.I.V: _____
GAWR/PNBE KG	TIRE/PNEU - DIMENSION - RIM/JANTE	COLD INFL. PRESS. / PRESS.DE GONFL. À FROID PSI/LPC KPA
THIS VEHICLE CONFORMS TO ALL APPLICABLE STANDARDS PRESCRIBED UNDER THE CANADIAN MOTOR VEHICLE SAFETY REGULATIONS IN EFFECT ON THE DATE OF MANUFACTURE / CE VÉHICULE EST CONFORME À TOUTES LES NORMES QUI LUI SONT APPLICABLES EN VERTU DU RÈGLEMENT SUR LA SÉCURITÉ DES VÉHICULES AUTOMOBILES DU CANADA EN VIGUEUR À LA DATE DE SA FABRICATION		

Travel - Trailer

MANUFACTURED BY/FABRIQUÉ PAR: _____		
TYPE: _____		DATE: _____
GVWR/PNBV _____ KG		V.I.N./N.I.V: _____
GAWR/PNBE KG	TIRE/PNEU - DIMENSION - RIM/JANTE	COLD INFL. PRESS. / PRESS. DE GONFL. À FROID PSI/LPC KPA
THIS VEHICLE CONFORMS TO ALL APPLICABLE STANDARDS PRESCRIBED UNDER THE CANADIAN MOTOR VEHICLE SAFETY REGULATIONS IN EFFECT ON THE DATE OF MANUFACTURE / CE VÉHICULE EST CONFORME À TOUTES LES NORMES QUI LUI SONT APPLICABLES EN VERTU DU RÈGLEMENT SUR LA SÉCURITÉ DES VÉHICULES AUTOMOBILES DU CANADA EN VIGUEUR À LA DATE DE SA FABRICATION		
CARGO-CARRYING CAPACITY: _____ KG CALCULATED WITH THE FRESH WATER TANKS FULL (COLD _____ KG HOT _____ KG) AND THE WASTE WATER TANKS EMPTY		CAPACITÉ DE CHARGEMENT: _____ KG CALCULÉE AVEC LES RÉSERVOIRS D'EAU DOUCE PLEINS (FROIDE _____ KG CHAUDE _____ KG) ET LES RÉSERVOIRS D'EAUX USÉES VIDES
MASS OF WASTE WATER TANKS FULL: _____ KG		MASSE DES RÉSERVOIRS D'EAUX USÉES PLEINS: _____ KG

3. Lighting System and Retro-Reflective Devices

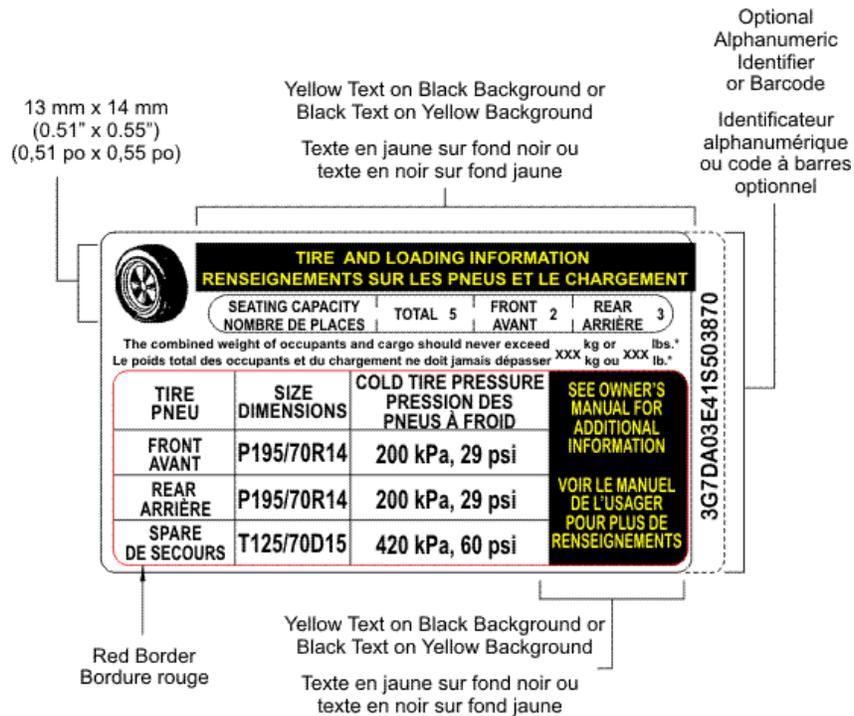
- 3.1 Submit a technical drawing and/or photographs showing a front, side, and rear view indicating the location of the prescribed lighting system and retro-reflective devices installed on the trailer in accordance with CMVSS 108. Include the overall dimensions of the trailer.
- 3.2 Provide the SAE or DOT code markings of the lamps that will be installed on the trailers.

4. Tire Selection and Rims for Motor Vehicles with a GVWR of More than 4,536 kg (if applicable)

- 4.1 Submit clear photographs of the rim markings that are required under subsection S5.2 of TSD 120.

5. Tire Selection and Rims for Motor Vehicles with a GVWR of 4,536 kg or Less (if applicable)

- 5.1 Submit clear photographs of the rim markings required under subsection S4.4.2 of TSD 110.
- 5.2 Submit a clear photograph of a vehicle placard (tire and loading label) affixed to the vehicle **and their location** in accordance with TSD 110. Consult the guidelines for further details. See example provided next:



* For trailers, this statement should read:
 "The weight of cargo should never exceed XXX kg or XXX lbs."

* Sur les remorques, le libellé est le suivant :
 « Le poids du chargement ne doit jamais dépasser XXX kg ou XXX lb. »

6. Motor Vehicle Tire Safety Regulations (TSD 119, New Tires for Motor Vehicles with a GVWR of More than 4,536 kg; and TSD 139 New Radial Ply Tires for Motor Vehicles with a GVWR Of 4,536 kg or Less) *(if applicable)*

6.1 Submit the tire information (photographs may be submitted) required under section 6.5 of TSD 119 and S5.5 of TSD 139. Visit <http://www.tc.gc.ca/eng/acts-regulations/regulations-sor2013-198.html> for links to Motor Vehicle Safety Tire Regulations and related Canada Motor Vehicle Safety Standards (CMVSS) and Technical Standard Documents (TSD).

7. Vehicle Identification Number

7.1 Submit a sample of a vehicle identification number composition in accordance with CMVSS 115.

8. Air Brake Systems *(if applicable)*

Submit test reports to demonstrate compliance to TSD 121;

- 8.1 plumbing schematic;
- 8.2 supply and release tests S5.3.3. & S5.3.4;
- 8.3 S5.6.1. (a) Static retardation force calculation must be ≥ 0.28 ;
- 8.4 Test trailer and component specification chart comparison;
- 8.5 S5.2.3.1, S5.2.3.2.

Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

9. Rear Impact Guards *(if applicable)*

9.1 Submit information to demonstrate compliance to CMVSS 223.

10. Trailer Cargo Anchoring Devices *(if applicable)*

10.1 Submit information to demonstrate compliance to CMVSS 905

11. Snowmobile Trailers *(if applicable)*

11.1 Submit a test report to demonstrate compliance to CMVSS 906.

Solicitation No. - N° de l'invitation
F7044-170085/A
 Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
 File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
 CCC No./N° CCC - FMS No./N° VME

FOREIGN VEHICLE MANUFACTURER "PRE-CLEARANCE" REGISTRATION & UPDATE FORM

Please check [X] one of the following options: New application or Company update

Name of manufacturer	
Website	World Manufacturer Identification (WMI) code
Address (Street & Number)	
City	State/Region
Zip/Postal Code	Country
Individual responsible for compliance oversight	
Name	Phone number (include area and/or country code)
E-mail	Title/Position
Signature	Date (yyyy-mm-dd)

Regulated Vehicle Class Information (use additional sheet if necessary)			Estimated annual volume (units per year)
Class of vehicle	Make	Model	

List of Canadian Commercial Importer(s) at time of registration

Canadian Commercial Importer Contact Information	
Company Name	Import/export RM account # with Canada Revenue Agency
Address	
Name of representative, title/position, telephone, email	
Canadian Commercial Importer Contact Information	
Company Name	Import/export RM account # with Canada Revenue Agency
Address	
Name of representative, title/position, telephone, email	
NOTE: YOU MAY PROVIDE THE LIST OF CANADIAN COMMERCIAL IMPORTERS ELECTRONICALLY OR ON A SEPARATE SHEET IF NECESSARY	

Solicitation No. - N° de l'invitation
F7044-170085/A
Client Ref. No. - N° de réf. du client
F7044-170085

Amd. No. - N° de la modif.
File No. - N° du dossier
060ml.F7044-170085

Buyer ID - Id de l'acheteur
060ml
CCC No./N° CCC - FMS No./N° VME

Additional Notes:

Send all requested information to Transport Canada;

- Electronic submissions are preferred and all documents can be sent to: mvs-sa@tc.gc.ca
 - Please note that our incoming email attachment size limit is five (5) megabytes per email. If sending multiple emails, ensure to label them accordingly (ex: message 1 of 4, message 2 of 4, etc.)

Or, in writing to: Transport Canada
Motor Vehicle Safety Directorate
Place de Ville, Tower C
330 Sparks Street
Ottawa, Ontario K1A 0N5 (Canada)

Due to the high volume of applications received by this office and assuming that all required information is provided, accurate, and in the same order as requested, please allow **4-6 weeks to review and process your application**.

- Note that incomplete or randomly submitted information will be rejected and will have to be resubmitted.
- We will notify you when the process has been completed.