

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

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

## Pacific Region

**401 - 1230 Government Street**

**Victoria, B.C.**

**V8W 3X4**

**Bid Fax: (250) 363-3344**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

<b>Title - Sujet</b> Diesel Engine Control Panels	
<b>Solicitation No. - N° de l'invitation</b> F1705-170158/A	<b>Date</b> 2018-05-17
<b>Client Reference No. - N° de référence du client</b> F1705-170158	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-246-7511
<b>File No. - N° de dossier</b> VIC-7-40201 (246)	<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 2018-06-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kobenter, Hélène	<b>Buyer Id - Id de l'acheteur</b> vic246
<b>Telephone No. - N° de téléphone</b> (250)508-7491 ( )	<b>FAX No. - N° de FAX</b> (250)363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS 25 HURON ST VICTORIA British Columbia V8V4V9 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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F1705-170158/A  
Client Ref. No. - N° de réf. du client  
F1705-170158

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-7-40201

Buyer ID - Id de l'acheteur  
VIC246  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Requirement, the Basis of Payment, the Standing Offer reporting format, the Electronic Payment Instruments, and any other annexes

### 1.2 Summary

- 1.2.1 Request for an Individual Regional Standing Offer (RISO) for the supply, delivery, repair and maintenance of engine control panels for diesel generators to the Department of Fisheries and Oceans Canada, Canadian Coast Guard (CCG) on an "as and when requested" basis in British-Columbia in accordance with the requirement detailed herein.

The control panel model offered must be suitable for use with any of the following engines and alternators:

- Deutz D914
- Hatz 1D50 & 1D90
- Stamford PI044F & UCI224E
- Mecc Alte LT3N

Estimated requirement is approximately 10-12 control panels each year.

The above estimated annual quantity will be used for financial evaluation purposes only. It does not represent a commitment by Canada and is only an estimation of the potential value of all call-ups which may be placed by the Identified Users against the Standing Offer.

The period of the Standing Offer is three (3) years from the date of issuance of the Standing Offer.

Delivery and call-out points will be either CCG Base Victoria BC or CCG Base Prince Rupert BC. CCG will be responsible for onwards transportation/delivery to remotes sites identified in Annex A.

The requirement includes the provision of regular and emergency phone, email and on-site technical support services on an "as and when requested" basis by Certified Field Service Representatives (CFSRs) with current and valid certification from the Original Equipment Manufacturer (OEM) in the training, operation, maintenance, failure investigation, and repair of the products offered.

Regular technical support:

- Phone and email: 08:00 and 16:00 Pacific Time (Monday to Friday, excluding Saturdays, Sundays, and statutory holidays observed by Canada). CFSR must respond within three (3) hours from receipt of request.
- On-site: 08:00 and 16:00 Pacific Time (Monday to Friday, excluding Saturdays, Sundays, and statutory holidays observed by Canada). CFSR must respond within three (3) hours from receipt of phone or email request, and arrive on site as mutually negotiated between CCG and the Offeror.

Emergency technical support:

- 24 hours a day and seven (7) days a week (including statutory holidays observed by Canada). CFSR must respond within one (1) hour from receipt of request, and must arrive on site within four (4) hours from receipt of initial phone or email request.

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation and financial criteria to be declared responsive. The responsive offer with the lowest evaluated price in Table B.6 of Annex B will be recommended for issuance of a Standing Offer.

Only one (1) standing offer will be issued for this requirement.

- 1.2.2 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.3 The requirement is subject to a preference for Canadian goods and/or services.
- 1.2.4 The Request for Standing Offers (RFSO) is to establish a Regional Individual Standing Offer (OCIR) for the delivery of the requirement detailed in the RFSO to the Identified Users within British Columbia, including areas subject to the following Comprehensive Land Claims Agreements (CLCAs):
  - Maa-nulth First Nations Final Agreement
  - Tsawwassen First Nation Final Agreement

### 1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

### 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

### 2.2 Submission of Offers

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

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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.

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**Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror 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 - Request for Standing Offers**

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

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

**2.5 Applicable Laws**

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Due to the nature of the RFSO, offers transmitted by epost Connect service will not be accepted.

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

**Section I: Technical Offer: One (1) hard copy + one (1) electronic copy in PDF format on CD, DVD or USB Key.**

**Section II: Financial Bid (One (1) hard copy)**

**Section III: Certifications (One (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 offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

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>). To assist Canada in reaching its objectives, Offerors should:

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

##### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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



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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Annexe "A"

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

See Annexe "B"

##### **4.1.2.2 Evaluation of Price - Offer**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid (DDP) to Destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical and Financial Evaluation Criteria**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price in Table B.6 of Annex B will be recommended for issuance of a standing offer.

### **4.3 Number of Standing Offers**

Canada intends to issue only one (1) Standing Offer.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

#### 5.1.2 Additional Certifications Required with the Offer

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

- ( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

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

**5.1.2.1.1** SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

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

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the 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>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the Employment and Social Development Canada-Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Bona Fide Agent/Distributor Certification

The Offeror certifies that it is a bona fide agent/distributor authorized by the original equipment manufacturer (OEM) to supply the equipment and services detailed at Annex "A".

\_\_\_\_\_  
Offeror Legal Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

#### 5.2.3.2 Certified Field Service Representatives

The Offeror certifies it will provide the required regular and emergency phone, email and on-site technical support services by Certified Field Service Representatives (CFSRs) with current and valid certification from Original Equipment Manufacturer (OEM) in the training, operation, maintenance, failure investigation, and repair of the products offered in accordance with the requirements detailed at Annex "A".

\_\_\_\_\_  
Offeror Legal Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

---

### 5.2.3.3 Status of Availability of Resources – Standing Offer

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

### 6.2 Financial Capability

*SACC Manual* clause M9033T (2011-05-16), Financial Capability

### 6.3 Insurance Requirements

Refer to section 7.6 of Part 7B

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

- 7.2.1 There is no security requirement applicable to the Standing Offer.

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

#### 7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows: (dates *inserted at time of Standing Offer issuance*)

- 1st quarter: From \_\_\_\_\_ to \_\_\_\_\_;
- 2nd quarter: From \_\_\_\_\_ to \_\_\_\_\_;
- 3rd quarter: From \_\_\_\_\_ to \_\_\_\_\_;
- 4th quarter: From \_\_\_\_\_ to \_\_\_\_\_.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive (dates *inserted at time of Standing Offer issuance*)

#### 7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in Annex A of the Standing Offer. Onwards delivery/transportation to remote sites will be the responsibility of CCG

#### 7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users within British Columbia, including areas subject to the following Comprehensive Land Claims Agreements (CLCAs):

- Maa-nulth First Nations Final Agreement
- Tsawwassen First Nation Final Agreement

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Hélène Kobenter  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
1230 Government Street, Suite 401  
Victoria, British Columbia, Canada  
V8W 3X4

Telephone: 250-508-7491

E-mail address: [helene.kobenter@pwgsc-tpsgc.gc.ca](mailto:helene.kobenter@pwgsc-tpsgc.gc.ca)

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

**In the event you are unable to contact the above-noted Standing Offer Authority, please contact: [PWGSC.PRVICCARP.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.PRVICCARP.TPSGC@pwgsc-tpsgc.gc.ca)**

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

*(Detailed contact information will be inserted at time of Standing Offer issuance)*

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

### 7.5.3 Offeror's Representative

Contact for:	Name(s)	Telephone	E-mail
Call-up receipts:			
Regular technical support:			
24/7 Emergency technical support:			
Invoices:			

## 7.6 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.

## 7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is the Department of Fisheries and Oceans, Canadian Coast Guard.

## 7.8 Call-up Instrument

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

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

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.9 Limitation of Call-ups

Individual call-ups against this Standing Offer placed directly by the Identified Users must not exceed CDN \$150,000.00 (Applicable Taxes included).

Any call-up to be issued in excess of CDN \$150,000.00 and less than \$1,000,000.00 (Applicable Taxes included) must be approved by the PSPC Standing Offer Authority before it can be submitted to the Offeror for action.

Individual call-ups valued at CDN \$1,000,000 or greater (Applicable Taxes included) will not be considered under this Standing Offer.

## 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the supplemental general conditions  
4001 (2015-04-01) Hardware Purchase, Lease and Maintenance  
4003 (2010-08-16) Licensed software  
4004 (2013-04-15) Maintenance and Support Services for Licensed Software;
- d) the general conditions 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services;
- e) the general conditions 2030 (2016-04-04) General Conditions – Higher Complexity – Goods;
- f) Annex A, Requirement (*choose as applicable*);
- g) Annex B, Basis of Payment (*if applicable*);
- h) Annex C, Standing Offer reporting format
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 7.11 Certifications and Additional Information

### 7.11.1 Compliance

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

### 7.11.2 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification

M3020C (2016-01-28), Status of Availability of Resources – Standing Offer

## 7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## 7.13 SACC Manual Clauses

M3000C (2006-08-15), Price Lists

M3800C (2006-08-15), Estimates



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## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Requirement**

The Contractor must provide the goods and related services detailed in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2030 (2016-04-04) General Conditions – Higher Complexity – Goods, apply to and form part of the Contract.

Section 19 Interest on Overdue Accounts, of 2030 (2016-04-04) General Conditions – Higher Complexity – Goods will not apply to payments made by credit cards.

#### **7.2.2 Supplemental General Conditions**

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance; and  
4003 (2010-08-16) Licensed software; and  
4004 (2013-04-15) Maintenance and Support Services for Licensed Software apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive.

Year 1: From \_\_\_\_\_ to \_\_\_\_\_

Year 2: From \_\_\_\_\_ to \_\_\_\_\_

Year 3: From \_\_\_\_\_ to \_\_\_\_\_

*(Dates to be inserted at time of Standing Offer issuance)*

#### **7.3.2 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

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

#### **7.4.2 Limitation of Price**

SACC Manual clause C6000C (2017-08-17), Limitation of Price

#### **7.4.3 Single Payment**

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

#### **7.4.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0100C (2010-01-11), Discretionary Audit – Commercial Goods and/or Services  
C0711C (2008-05-12) Time Verification  
C2604C (2013-04-25), Customs Duties, Excise Taxes and Applicable Taxes – Non-resident

#### **7.4.5 Electronic Payment of Invoices – Call-up (as specified by the Offeror at Annex “D”)**

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

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

#### **7.5 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 authorized call-up;
- b. A copy of time sheets to support the time claimed, if applicable;
- c. A copy of the release document and any other documents as specified in the Contract;
- d. A copy of the invoices, receipts, and vouchers for all authorized reimbursable direct expenses, if applicable.

2. Invoices must be distributed as follows:

- a. The original must be forwarded by electronic mail to the Technical Authority identified in section 7.5.2 of Part B of the Standing Offer for certification and payment.

#### **7.6 Insurance**

SACC Manual clause G1005C (2016-01-28), Insurance

#### **7.7 Inspection and Acceptance**

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 Statement of Work 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.

#### **7.8 SACC Manual Clauses**

A9068C (2010-01-11), Government Site Regulations  
B1501C (2006-06-16), Electrical Equipment  
B7500C (2006-06-16), Excess Goods  
C5201C (2008-05-12), Prepaid Transportation Costs  
D0018C (2007-11-30), Delivery and Unloading  
D2025C (2017-08-17), Wood Packaging materials

## ANNEX "A" - STATEMENT OF REQUIREMENT

### 1.0 Background

The Canadian Coast Guard operates a number of remote sites currently powered by diesel generators. As part of site power generation upgrades and development of new sites, the Coast Guard has a requirement for engine control panels for these generators. Typical power systems at these sites consist of two diesel generators in a primary and backup configuration, an inverter with battery bank and renewable energy generation in the form of photovoltaic arrays and/or wind turbines.

### 2.0 Mandatory Requirements

The engine control panel must meet all of the requirements listed below. The Contractor must also provide the technical support services detailed below for the supplied equipment.

**Important Instructions to Offerors for completing their technical bid \*\*No translation required\***

*Offerors must demonstrate their compliance with the minimum mandatory technical requirements detailed in this section by providing substantial information describing completely and in detail how each minimum mandatory technical requirement is met.*

*Offerors must provide with their technical offer, a document indicating clearly where the substantial information for each of the sections identified below can be found.*

*In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offer by identifying the specific paragraph and page number where the subject topic has already been addressed.*

*Answers stating "compliance", "comply", "yes", or other types of positive responses without substantive documentation or literature to justify compliance will be deemed as non-compliant and no further evaluation of the Offer will be performed.*

*Failure to meet any of the instructions and mandatory technical criteria detailed herein will result in the Offeror's offer being declared non-responsive and given no further consideration.*

*The table provided below shows a suggested layout of technical offer to demonstrate compliance with each mandatory requirement:*

<b>Line #</b>	<b>Minimum Mandatory Technical Requirements</b>	<b>Criterion Met? Yes/No</b>	<b>Offer Ref Page # to substantiate Yes</b>
xx.xx.x	Must be accurate to y.yyyy"	Yes	Refer to Page 3 of supplied brochure

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
<b>2.1</b>	<b>General Requirements</b>			
	<b>The Engine control panel must</b>			
2.1.1	Include an automatic transfer switch (ATS) and engine controllers suitable for control and monitoring of two diesel generators in a primary-backup configuration.			
2.1.2	Be suitable for use with the following engines and alternators:			
2.1.2.1	Deutz D914 English (available in English Only): <a href="https://www.deutz.com/fileadmin/contents/com/engines/baumaschinen/en/D_914_Mobile_machinery_EN.pdf">https://www.deutz.com/fileadmin/contents/com/engines/baumaschinen/en/D_914_Mobile_machinery_EN.pdf</a> (available in English Only)			
2.1.2.2	Hatz 1D50 & 1D90 English: <a href="http://www.hatz-diesel.com/fileadmin/user_upload/hatz-diesel.com/Datenblaetter/Hatz_data_sheet_D-series_2018-03_en_70252825.pdf">http://www.hatz-diesel.com/fileadmin/user_upload/hatz-diesel.com/Datenblaetter/Hatz_data_sheet_D-series_2018-03_en_70252825.pdf</a>			
2.1.2.3	Stamford P1044F English (available in English only): <a href="https://stamford-avk.com/sites/default/files/literature/all/PI044F-311-1P-TD-EN_Rev_A.pdf">https://stamford-avk.com/sites/default/files/literature/all/PI044F-311-1P-TD-EN_Rev_A.pdf</a>			
2.1.2.4	Stamford UC1224E English (available in English only): <a href="https://stamford-avk.com/sites/default/files/literature/all/UC1224E-311-1P-TD-EN_Rev_A.pdf">https://stamford-avk.com/sites/default/files/literature/all/UC1224E-311-1P-TD-EN_Rev_A.pdf</a>			
2.1.2.5	Mecc Alte LT3N English (available in English only): <a href="http://www.meccalte.com/downloads/LT3N_4pole.pdf">http://www.meccalte.com/downloads/LT3N_4pole.pdf</a> Manual Mecc Alte LT3N (English/French):: <a href="http://www.meccalte.com/downloads/LT3N_rev07_9513019069.pdf">http://www.meccalte.com/downloads/LT3N_rev07_9513019069.pdf</a>			
2.1.3	Provide the following control functions:			
2.1.3.1	Automatic generator start and stop based on monitoring of two external dry contacts provided by CCG.			

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.1.3.2	Functionality as described in the attached Engine Control Panel Narrative.			
2.1.3.3	Manual generator start and stop from the engine control panel.			
2.1.3.4	Remote generator start and stop from the remote HMI.			
2.1.3.5	Manual selection of generator unit A or B at the engine control panel.			
2.1.3.6	Remote selection of generator unit A or B from the remote HMI			
2.1.3.7	Automatic transfer to backup generator in the event of primary generator failure.			
2.1.3.8	Automatic generator shut down upon signal from the fire suppression system.			
2.1.3.9	Generator stop disabled for 8 hours after start time. Timer must be adjustable for a range of 0 to 24 hours.			
2.1.3.10	Manual selection of remote or local control mode at the engine control panel.			
<b>2.2</b>	<b>Controller Specifications</b> <b>The controller must include the following features:</b>			
2.2.1	PLC functionality.			
2.2.2	Dedicated redundant prime power rated control for each generator.			
2.2.3	Control parameters adjustable via PC (personal computer) and LCD screen/controller face plate.			
2.2.4	Microprocessor diagnostics.			
2.2.5	Minimum of 3 sets of spare NO (normally open) and NC (normally closed) customer use contacts on each contactor.			
2.2.6	Voltage and power factor control via automatic voltage regulation			
2.2.7	Engine warm up and cooling functions			
2.2.8	Adjustable crank attempts			
2.2.9	Real time clock			

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.2.10	LCD screen			
<b>2.3</b>	<b>Electrical Specifications</b> <b>The engine control panel must be designed for the following specifications:</b>			
2.3.1	Generator voltage: 120/240V, 1 phase, 3 wire at 60Hz			
2.3.2	System Load: Up to 25kW			
2.3.3	Engine Control Panel Voltage: 12V DC			
2.3.4	Transfer Switch Rating: 200A			
<b>2.4</b>	<b>Remote Interface Requirements</b> Off-site control and monitoring functionality via remote HMI must be provided to meet the following specifications:			
2.4.1	The HMI must provide the same functionality as the on-site engine control panel including: system status, monitoring of parameters, generator control, event history, warnings and alarms.			
2.4.2	Must support remote monitoring and control from both Seal Cove Coast Guard Base, Prince Rupert and Victoria Coast Guard Base.			
2.4.4	Any software licenses required to support remote monitoring and control must be provided.			
<b>2.5</b>	<b>Alarms &amp; Monitoring Requirements</b> <b>The engine control panel must provide alarms and monitoring as detailed below:</b>			
2.5.1	Must provide alarms, warnings and engine parameters display on the LCD screen at the front panel of the engine control panel and on the remote HMI.			
2.5.2	Must provide engine failure alarms communicated via SNMP to existing CCG generic site monitoring software. Note that this is a separate existing system, in addition to the remote interface detailed in section 2.4.			

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.5.3	Must provide event history recording with customizable stored values and minimum 500 records.			
2.5.4	Must support the monitoring of the following generator parameters:			
2.5.4.1	Voltage			
2.5.4.1	Frequency			
2.5.4.1	Current			
2.5.4.1	Power factor			
2.5.4.1	kW			
2.5.4.1	KVa			
2.5.4.1	KVaR			
2.5.4.1	Kwh			
2.5.4.1	kVAh			
2.5.4.1	Speed measurement from magnetic pick-up			
2.5.4.1	Oil pressure measurement			
2.5.4.1	Coolant temperature measurement			
2.5.4.1	Battery voltage measurement			
2.5.4.1	Fuel level measurement			
2.5.4.1	Running hour meter			
2.5.5	Generator protection and alarms must include:			
2.5.4.1	Voltage and frequency protection			
2.5.4.2	Overcurrent protection			
2.5.4.3	Short Circuit protection			
2.5.4.4	Overload protection			
2.5.4.5	Ground fault protection			
2.5.4.6	Phase rotation and phase sequence protection			
2.5.4.7	Over speed protection			
2.5.4.8	Oil pressure alarm/shutdown			
2.5.4.9	Cool and temperature alarm/shutdown			
2.5.4.10	Battery low alarm			
2.5.4.11	Fuel level low alarm			
2.5.4.12	Generator under/over voltage alarm/shutdown			
2.5.4.13	Generator under/over frequency alarm/shutdown			

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.5.4.14	Over current alarm/shutdown			
<b>2.6</b>	<b>Communication Requirements</b> The engine control panel must include the following:			
2.6.1	SNMP functionality			
2.6.2	TCP/IP network communication capability and serial interface			
2.6.3	RS232/RS485 interface with Modbus support			
2.6.4	SCADA compatibility			
2.6.5	Secondary isolated RS232/RS485 interface			
2.6.6	USB slave interface			
2.6.7	Analog/GMS/ISDN/CDMA model support			
2.6.8	SMS messages			
2.6.9	ECU (electronic control unit) Modbus interface			
<b>2.7</b>	<b>Physical Requirements</b> The engine control panel must meet the following physical requirements:			
2.7.1	Digital LCD screen display with minimum 128x64 pixel resolution			
2.7.2	All components housed in a single NEMA 1 enclosure for mounting indoors			
2.7.3	Maximum enclosure dimensions: 91cm height x 76cm width x 30cm depth			
2.7.4	Emergency stop generator A and emergency stop generator B red pushbuttons mounted on the front of the enclosure.			
2.7.5	Selector switches mounted on front of the enclosure must include:			
2.7.5.1	Local/Remote control selector switch			
2.7.5.2	Generator A/B prime power selector switch			
2.7.5.3	Engine control panel On/Off switch			
2.7.6	LED Indicators mounted on the front of the enclosure must include:			
2.7.6.1	Local control mode operating			



Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.7.6.2	Remote control mode operating			
2.7.6.3	Generator A running			
2.7.6.4	Generator B running			
<b>2.8</b>	<b>Technical Support</b> The Offeror must provide regular and emergency phone, email and on-site technical support services on an "as and when requested" basis as follows:			
2.8.1	All technical support must be provided by Certified Field Service Representatives (CFSRs) with current and valid certification from the Original Equipment Manufacturer (OEM) in the operation, maintenance, failure investigation, and repair of the products offered.  The CCG Technical Authority reserves the right to verify compliance at any time during the period of the Standing Offer.			
2.8.2	Regular technical support:  Phone and email: 08:00 and 16:00 Pacific Time (Monday to Friday, excluding Saturdays, Sundays, and statutory holidays observed by Canada). CFSR must respond within three (3) hours from receipt of request.  On-site: 08:00 and 16:00 Pacific Time (Monday to Friday, excluding Saturdays, Sundays, and statutory holidays observed by Canada). CFSR must respond within three (3) hours from receipt of phone or email request, and arrive on-site as mutually negotiated between CCG and the Offeror.			

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.8.3	Emergency technical support: 24 hours a day and seven (7) days a week (including statutory holidays observed by Canada). CFSR must respond within one (1) hour from receipt of request, and must arrive on site within four (4) hours from receipt of initial phone or email request.			
<b>2.9</b>	<b>Documentation Requirements</b> The following documentation must be provided to the Technical Authority for the engine control panel. Unless otherwise specified herein, all documents must be provided in electronic .pdf format in English language upon delivery of the first control panel unit against a call-up issued against the Standing Offer:			
2.9.1	Installation manual – Two (2) e-copies			
2.9.2	Operator's manual – Two (2) e-copies			
2.9.3	Within three (3) from receipt of a call-up issued against the Standing Offer, and prior to manufacturing, the Offeror must submit one (1) e-copy of the control panel design drawing to the CCG Technical Authority for review and approval. All costs associated with this process must be included in the control panel pricing offered in Table B.1 of Annex B.			
2.9.4	Maintenance manual with component drawings, including, but not limited to, a list of part numbers for all components of the control panel, and wiring diagrams for the components for qualified Coast Guard personnel to troubleshoot and replace components. – Two (2) e-copies			
2.9.5	PLC program in format suitable for upload. Provide documentation identifying inputs, outputs and internal relays – Two (2) e-copies			
<b>2.10</b>	<b>Delivery Requirements</b>			

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.10.1	The Offeror must complete the delivery of the control panels to destination within ____ weeks (as specified by the Offeror in its financial offer at Annex B – Basis of Payment) from receipt of a call-up against the Standing Offer and CCG approval of control panel design drawing per criterion 2.9.3			
2.10.2	Offeror must support the following delivery points: to Victoria CCG Base, Victoria BC; and Seal Cove CCG Base, Prince Rupert, BC Onwards delivery/transportation to remote sites will be the responsibility of CCG			
<b>2.11</b>	<b>Offeror Qualifications</b> The Offeror must demonstrate proof of experience in the supply, delivery, and provision of field-service for engine control panels as follows:			
2.11.1	The Offeror must submit the details of at least two (2) similar engine control panel projects completed within the last five (5) years.  Each project should include the following information: a) Project Description & Application; b) OEM, Product Make & Model supplied; c) Project dates; e) End-user and contact information that Canada may contact, if required, to validate the information provided by the Offeror in its Offer			

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.11.1.1	Project Reference # 1			
2.11.1.1	Project Reference # 2			

Mandatory criterion #	Description	Criterion met? Yes/No	The Offeror must specify how the mandatory criterion is met, and reference the section of its technical offer where information demonstrating such compliance is clearly addressed	Evaluator comment
2.11.2	Control Panel Offered ( <i>Offer must specify</i> ):  Original Equipment Manufacturer: _____  Make: _____  Model: _____			
2.12	<b>Warranty Requirements:</b>			
2.12.1	The Offeror must warrant all control panels, hardware, and software supplied against the Standing Offer for a minimum of twelve (12) months from the date of delivery, or from the date of full acceptance, whichever is later, in accordance with the Standard Clauses and Conditions detailed in section 7.2 of Part B of the Standing Offer			

3.0 Remote Sites

Site Name	Coordinates	
Alert Bay	50 35 13.2 N	126 55 28.7 W
Amphitrite Point	48 55 21.5 N	125 32 28.8 W
Annads Island	49 11 36.0 N	122 55 7.3 W
Barry Inlet	52 34 34.1 N	131 45 12.2 W
Bowen Island	49 20 40.6 N	123 23 17.1 W
Calvert	51 35 24.7 N	128 00 45.3 W
Cape Beale	48 47 11.3 N	125 12 55.8 W
Cape Lazo	49 42 22.3 N	124 51 46.6 W
Carmanah	48 36 41.4 N	124 45 4.8 W
Cumshewa	53 09 29.8 N	131 59 54.7 W
Digby Island	54 18 1.9 N	130 26 44.7 W
Discovery	50 19 25.4 N	125 22 20.9 W
Dundas	54 31 15.0 N	130 55 0.9 W
Eliza Dome	49 52 23.4 N	127 07 21.9 W
Estevan	49 22 58.7 N	126 32 38.5 W
Estevan Point	49 23 1.3 N	126 32 36.0 W
Gabriola	49 09 11.8 N	123 50 35.4 W
Green	54 34 7.0 N	130 42 31.5 W
Holberg	50 38 22.1 N	128 07 38.4 W
Hunter Point	53 15 24.4 N	132 42 53.8 W
Ivory	52 16 11.2 N	128 24 24.8 W
KAP100	49 19 31.3 N	123 08 1.0 W
Klemtu	52 34 45.3 N	128 33 49.1 W
Lennard	49 06 37.5 N	125 55 24.7 W
Maitland Island	53 44 3.9 N	128 56 19.8 W
Masset South	53 57 8.7 N	132 06 45.7 W
Mt Gil	53 15 46.1 N	129 11 49.4 W
Mt Hays	54 17 2.0 N	130 18 55.8 W
Mt Helmcken	48 24 7.9 N	123 34 22.0 W
Mt Newton	48 36 47.6 N	123 26 37.1 W
Mt Ozzard	48 57 34.6 N	125 29 35.4 W
Mt Parke	48 50 23.1 N	123 17 45.6 W
Naden Harbour	53 57 14.8 N	132 56 22.2 W
Nootka	49 35 33.4 N	126 36 55.3 W
Porcher Island	53 55 3.2 N	130 21 0.2 W
Port Hardy RAMP	50 41 33.3 N	127 41 56.8 W
Prince Rupert MCTS	54 19 51.5 N	130 16 41.9 W
Rose Inlet	53 13 18.5 N	131 13 5.7 W
S1	52 06 13.4 N	128 04 30.2 W
S2	50 31 41.7 N	126 47 24.0 W
S3	50 09 2.7 N	125 22 17 W
S4	48 59 1.0 N	124 52 25.7 W
Texada	49 41 54.0 N	124 26 18.7 W
Trutch Island	53 05 20.4 N	129 40 1.4 W
Van Inlet	53 15 5.7 N	132 32 31.9 W
Victoria MCTS	48 39 1.1 N	123 26 56.0 W
West Van	49 20 41.6 N	123 10 54.2 W

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#### 4.0 Terminology

- A: Amperes
- AC: Alternating Current
- ATS: Automatic Transfer Switch
- CCG: Canadian Coast Guard
- CFSR: Certified Factory Service Representative
- CDMA: Code Division Multiple Access
- DC: Direct Current
- DFO: Department of Fisheries and Oceans
- ECU: Electronic Control Unit
- GMS: Global System for Mobiles
- HMI: Human Machine Interface
- Hz: Hertz
- IDMT: Inverse Definite Minimum Time
- ISDN: Integrated Services Digital Network
- kVA: Kilo Volt Ampere
- kVAh: Kilo Volt Ampere Reactive
- kVAh: Kilo Volt Ampere Hours
- kW: Kilowatts
- kWh: Kilowatt Hours
- LCD: Liquid-Crystal Display
- LED: Light Emitting Diode
- NEMA: National Electrical Manufacturers Association
- PLC: Programmable Logic Controller
- SCADA: Supervisory Control And Data Acquisition
- SMS: Short Message Service
- SNMP: Simple Network Management Protocol
- TCP/IP: Transmission Control Protocol/Internet Protocol
- USB: Universal Serial Bus
- V: Volts
- W: Watts

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## ANNEX "B" - BASIS OF PAYMENT

This Annex contains six (6) financial evaluation tables:

Table B.1 – Engine Control Panels – Firm Pricing (including regular and emergency telephone and email technical support by Certified Factory Service Representatives (CFSR))

Table B.2 – Firm Call-out Rates (Direct Return Trip To/From the Offeror's base) for regular and emergency on-site technical service by CFSR at the CCG Base of Victoria or Prince Rupert

Table B.3 – Firm Labour Rates for on-site technical service performed by CFSR upon arrival at the designated CCG site

Table B.4 – Travel and Living expenses for CFSR (excluding Call-out and Labour Rates of Tables B.2 and B.3)

Table B.5 – Firm Mark-Up on Materials and Spare parts

Table B.6 - Evaluated Price of the Offer

**Offerors must complete and submit with its offer the financial evaluation tables B.1, B.2, B.3 and B.5 in accordance with the instructions provided in this Annex to be given further consideration.**

Offerors must submit firm pricing and rates for each period of the Standing Offer (Year 1, Year 2, and Year 3).

Pricing/rates offered must be in Canadian Dollars, Applicable Taxes excluded, Delivered Duty Paid (DDP) to Destination, Canadian customs duties and excise taxes included.

Estimated Ordering Quantities specified in this annex will be used for financial evaluation purposes only. It does not represent a commitment by Canada and is only an estimation of the potential value of all call-ups which may be placed by the Identified Users against the Standing Offer.

Financial offers addressing only a portion of the requirement will not be considered. Services provided at no charge must be marked "N/C" or with a price of "\$0.00" or they will be deemed non available and result in the Offer being declared non-responsive.

Bidders are not required to complete the Extended Total columns to be given further consideration. This calculation is provided in support of the financial evaluation process detailed in section B.6 of this Annex

No minimum ordering quantities will be considered.

No further charges will be allowed.



B.1 – ENGINE CONTROL PANELS – FIRM PRICING									
Offerors must provide firm all-inclusive pricing excluding Applicable Taxes (GST/HST) for the quantity breaks specified below (1-4, 5-9, and 10+) for each period of the Standing Offer (Year 1, Year 2, and Year 3).									
Pricing offered must include all applicable charges, including but not limited to design drawings, software licenses and software maintenance and support, overhead charges, shipping costs, brokerage fees, custom duties and excise taxes, telephone and email technical support by certified factory service representative (CFSR).									
For financial evaluation purposes only, Canada will use the extended total for two (2) individual call-ups of 10 units each (10 units delivered to Victoria + 10 units delivered to Prince Rupert).									
Item	Description	Ordering Quantity per individual Call-up			Firm Unit Price Year 1* (GST/HST extra)	Firm Unit Price Year 2* (GST/HST extra)	Firm Unit Price Year 3* (GST/HST extra)	Evaluated Extended Total	Lead time for delivery to Destination after receipt of a call-up (ARO) and CCG approval of control panel design drawings (Offeror must specify)
		A	to	B					
1	To supply and deliver control panels in accordance with the requirement detailed in Annex A Delivered Duty Paid to CCG Base, 25 Huron St, Victoria BC V8V 4V9	1	to	4	\$_____ each	\$_____ each	\$_____ each	n/a	_____ weeks ARO
		5	to	9	\$_____ each	\$_____ each	\$_____ each	n/a	_____ weeks ARO
		10+			\$_____ each	\$_____ each	\$_____ each	\$_____	_____ weeks ARO
2	To supply and deliver control panels in accordance with the requirement detailed in Annex A Delivered Duty Paid to CCG Base, #1 Coast Guard Road, Prince Rupert BC V8J 3R1	1	to	4	\$_____ each	\$_____ each	\$_____ each	n/a	_____ weeks ARO
		5	to	9	\$_____ each	\$_____ each	\$_____ each	n/a	_____ weeks ARO
		10+			\$_____ each	\$_____ each	\$_____ each	\$_____	_____ weeks ARO
B.1 Evaluated Total – Control Panels								\$_____	

\*Refer to section 7.3.1 of Section B for start and end dates of each period of the Standing Offer

## B.2 – FIRM CALL-OUT RATES

### Offerors must submit firm all-inclusive call-out rates for each period of the Standing Offer, GST/HST extra.

All-inclusive rates must be based only on direct travel FROM the Offeror's plant at \_\_\_\_\_ (Offeror to specify address) TO the sites of work specified below AND DIRECT RETURN to the Offeror's plant (direct return trip). Onwards transportation from CCG Base to remote sites will be by CCG.

- Call-outs during regular hours:** Mon. - Fri. 08:00 – 16:00 Pacific Time except Sat., Sun., and statutory holidays observed by Canada
- Call-outs outside of regular hours:** Mon. - Fri. 16:01 – 07:59 Pacific Time, and Firm Rate for Sat., Sun., and statutory holidays observed by Canada.
- Regular Technical Support:** 08:00 and 16:00 Pacific Time (Monday to Friday, excluding Saturdays, Sundays, and statutory holidays observed by Canada). CFSR must respond within three (3) hours from receipt of phone or email request, and arrive on-site as mutually negotiated between CCG and the Offeror.
- Emergency Technical Support:** 24 hours a day and seven (7) days a week (statutory holidays observed by Canada). CFSR must respond within one (1) hour from receipt of request, and must arrive on site within four (4) hours from receipt of initial phone or email request. Full call-out rates shall be charged only ONCE for each individual call-up issued

Estimates will be completed at no-charge to Canada. No further call-out charges will be allowed.

Item	Description	Direct Return trip	Est. Yearly number of Call-outs	Firm Price for one (1) call-out Year 1*	Firm Price for one (1) call-out Year 2*	Firm Price for one (1) call-out Year 3*	Evaluated Extended Total
		TO/FROM	A	C	D	E	G = A * [C+D+E]
1	Call-out for regular on-site technical support during regular hours for one (1) CFSR	Victoria BC	5 call-outs	\$ _____	\$ _____	\$ _____	\$ _____
		Prince Rupert BC	5 call-outs	\$ _____	\$ _____	\$ _____	\$ _____
2	Call-out for regular on-site technical support outside of regular hours for one (1) CFSR	Victoria BC	1 call-out	\$ _____	\$ _____	\$ _____	\$ _____
		Prince Rupert BC	1 call-out	\$ _____	\$ _____	\$ _____	\$ _____
3	Call-out for emergency technical support during regular hours for one (1) CFSR	Victoria BC	1 call-out	\$ _____	\$ _____	\$ _____	\$ _____
		Prince Rupert BC	1 call-out	\$ _____	\$ _____	\$ _____	\$ _____
4	Call-out for emergency technical support outside of regular hours for one (1) CFSR	Victoria BC	1 call-out	\$ _____	\$ _____	\$ _____	\$ _____
		Prince Rupert BC	1 call-out	\$ _____	\$ _____	\$ _____	\$ _____
<b>B.2 Evaluated Total – Call-out Costs</b>							<b>\$ _____</b>

\*Refer to section 7.3.1 of Section B for start and end dates of each period of the Standing Offer

### B.3 – FIRM LABOUR RATES FOR ON-SITE SERVICE

#### Offerors are required to submit firm hourly rates for each period of the Standing Offer, GST/HST extra.

Rates offered exclude travel time to/from the Offeror's location (Refer to table B.2 – Firm Call-out rates) and living expenses incurred by the CFSR while performing work at the designated CCG site (Refer to Table B.4 - Living Expenses)

- **Hourly rate during regular hours:** Mon. - Fri. 08:00 – 16:00 Pacific Time Zone except Sat., Sun., and statutory holidays observed by Canada.
- **Hourly rate outside normal hours:** Mon. - Fri. 16:01 – 07:59 Pacific Time Zone, and Firm Rate for Sat., Sun., and statutory holidays observed by Canada.

Labour rates must be ALL-INCLUSIVE and include ALL necessary labour, tools and equipment incidental to the trade, supervision, and profit required for the work described in Annex A.

Labour rates will apply to travel time only when the CFSR is required by CCG to meet for pick-up at a location other than the CCG base of Victoria or Prince Rupert, subject to prior authorization of the Technical Authority.

The Offeror must not perform any overtime under the Contract unless authorized in advance in the authorized call-up.

The Offeror will only be paid for the actual hours worked at the firm hourly labour rates detailed in this Annex.

The Offeror will be paid an initial one (1) hour minimum charge calculated from the time the Contractor arrives on-site. All additional chargeable time, over and above the first hour, will be rounded to the nearest quarter hour.

The Offeror must be able to provide a copy of the labour vouchers showing time of arrival and departure on the job site to support the time claimed upon request from the CCG Technical Authority.

Item	Description	Estimated Yearly Hours	Firm Hourly Rate Year 1 *	Firm Hourly Rate Year 2 *	Firm Hourly Rate Year 3 *	Evaluated Extended Total
1	Regular hourly rate for one (1) CFSR	20 hours	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____
2	Overtime hourly rate for one (1) CFSR	5 hours	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	\$ _____
<b>B.3 Evaluated Total – Labour Costs</b>						<b>\$ _____</b>

\*Refer to section 7.3.1 of section B for start and end dates of each period of the Standing Offer

#### **B.4 – AUTHORIZED TRAVEL AND LIVING EXPENSES**

The Offeror will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/d10/en>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Estimated travel and living expenses must have prior authorization of the Technical Authority and must be listed as a separate line item on the authorized call-up.

All Payments are subject to government audit.

Exclusions:

The provisions of Table B.4 will not apply to travel and living costs incurred for direct return trips to/from the CCG bases of Victoria and Prince-Rupert detailed in Table B.2 – Firm Call-Out Rates.

### B.5 – FIRM MARK-UP ON MATERIALS AND SPARE PARTS

**Offerors are required to submit firm mark-up rates for each period of the Standing Offer.**

The Offeror will be reimbursed for materials and replacement parts reasonably and properly incurred in the performance of the Work.

Materials and replacement parts (except free issue) will be paid at the laid down cost (which includes invoice cost) plus a firm mark-up (which includes purchasing expenses, internal handling, General and Administrative Expenses, and profit) as specified below upon submission of an itemized statement supported by receipt vouchers.

Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable and must be shown as a separate item.

All requests for reimbursement must be supported by invoices and receipt vouchers.

Item	Description	Estimated Yearly Usage before mark-up \$CAD	Firm Mark-Up Rate (Bidder must complete)	Evaluated Total**
		A	B	C = A * (1+B)
1	YEAR 1*	\$10,000	+ _____ %	\$
2	YEAR 2*	\$10,000	+ _____ %	\$
3	YEAR 3*	\$10,000	+ _____ %	\$
<b>B.5 Evaluated Total – Materials and Replacement Parts</b>				<b>\$</b>

\* Refer to section 7.3.1 of section B for start and end dates of each period of the Standing Offer

\*\*Example of evaluated total for item 1: If B = 5% then C = A \* [(1 + % ) = \$10,000 \* (1+0.05) = \$10,500

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## EVALUATED PRICE OF THE OFFER AND BASIS OF SELECTION

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

TABLE B.6 – EVALUATED PRICE	TOTAL (Year 1 + Year 2 + Year 3)
<b>Control Panels</b> (per Table B.1)	\$
<b>Call-out costs</b> (per Table B.2)	+ \$
<b>Labour Costs</b> (per Table B.3)	+ \$
<b>Travel and Living Expenses</b> (per Table B.4)	Not applicable for financial evaluation purposes
<b>Materials and Replacement Parts</b> (per Table B.5)	+ \$
<b>B.6 EVALUATED PRICE OF THE OFFER (GST/HST Extra)</b>	= \$

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### ANNEX "C" – STANDING OFFER USAGE REPORTING FORMAT

**TO:** Hélène Kobenter  
Standing Offer Authority  
Public Services and Procurement Canada  
401 - 1230 Government Street  
Victoria, BC V8W 3X4  
Canada  
  
Telephone: 250-508-7491  
Fax: n/a  
Email: [helene.kobenter@pwgsc-tpsgc.gc.ca](mailto:helene.kobenter@pwgsc-tpsgc.gc.ca)

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Email: \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>STANDING OFFER No.</b> _____			
<b>REPORTING PERIOD:</b> From _____ to _____ (Year ____ Quarter ____)			
Call up #	Date	Short Description of Services provided + Site location*	Total Amount Invoiced for the Reporting Period (Before Applicable Taxes)
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>(A) Total Dollar Value Call-ups for this reporting period:</b>			\$
<b>+ (B) Total from previous reporting periods:</b>			\$
<b>= Total Expended to date</b>			\$

<b>Total call-ups processed for this reporting period</b>	
---	--

**\*Please include copy of call-ups and related invoices with your report.  
Refer to section 7.3.2 for detail of minimum reporting requirements**

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Offeror/Contractor (type or print)

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**ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS – ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.1, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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