



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

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

1550, Avenue d'Estimauville
1550, D'Estimauville Avenue
Québec
Québec
G1J 0C7

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

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet Location de motoneiges	
Solicitation No. - N° de l'invitation W0106-17R128/A	Date 2018-06-19
Client Reference No. - N° de référence du client W0106-17R128	GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-009-17426
File No. - N° de dossier QCN-7-40194 (009)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-17	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée Voir doc	
Address Enquiries to: - Adresser toutes questions à: Hamann, Frédéric	Buyer Id - Id de l'acheteur qcn009
Telephone No. - N° de téléphone (418)649-2975 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 5e Bataillon des Services du Canada Cie Transport Édifice 110 Base Valcartier COURCELETTE Québec G0A4Z0 Canada	
Security - Sécurité 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

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 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 Insurance Requirements; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 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:

- Annex A: Statement of Work
- Annex B: The Basis of Payment
- Annex C: Rate Table
- Annex D: List of suppliers
- Annex E: The Electronic Payment Instruments
- Annex F: Insurance Requirements
- Annex G: Standing Offers Reporting

1.2 Summary

- 1.2.1 The Department of National Defence (DND) is seeking the services of one or more private-sector companies to rent snowmobiles in good condition and provide various related goods and services, as needed, for the use of members of the Support Base Valcartier (**SB VA**), Quebec, during their operations or winter training in that province.
- 1.2.2 Standing Offer Period:
 - From contract award date to April 30, 2020, with the possibility of one (1) optional period of one (1) year.

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1.2.3 The requirement is limited to Canadian goods and/or services.

1.2.4 Multiple Standing Offers:

Canada expects to issue multiple standing offers to offerors of snowmobile rentals services who meet the evaluation criteria and pass the selection procedure detailed herein.

1.2.5 Value of the Standing Offers:

An undetermined number of standing offers may be established subsequent to this Request for Standing Offers. To facilitate the administration of the standing offers, all standing offers issued as a result of this solicitation will reflect a "nil" value (\$). This in no way limits the volume of business the Offeror may do with the federal government.

The total estimated value of all Standing Offers issued under this Request for Standing Offers is \$918,800.00 for two (2) years, including taxes. This is an approximation of the requirement given in good faith for financial bid evaluation purposes. It does not represent a commitment by Canada.

1.2.6 Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

1.2.7 For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO).

1.2.8 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses.

1.2.9 Other Information:

- This requirement is subject to the Canadian Free Trade Agreement (CFTA).
- Offerors can submit an offer for one or more categories of snowmobile identified in Annex C, Table of Rates.

1.3 Debriefings

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

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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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

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

Offers can be submitted by mail to the place indicated on page 1 the Request for Standing Offers, or by facsimile at (418) 648-2209.

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;

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the 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 five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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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 Quebec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

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

Canada requests that offerors follow the format instructions described below in the preparation of 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) (<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.

The Offeror must complete and provide a copy of **Annex D, List of Suppliers**.

Section II: Financial Offer

Offerors must submit their financial offer by completing **Annex C – Rate Table** in accordance with **Annex B - Basis of Payment**. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

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If Annex "E" 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.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

To be able to bid, the contractor must have a minimum of 30 snowmobiles distributed in the different categories detailed in Annex A. These snowmobiles must be 500cc or more and must be from 2017 or newer. The contractor must provide a list of 30 vehicles indicating the model and serial number to demonstrate that it has the quantity requested.

The Offeror may bid for one or more of the snowmobile categories. The offeror must have a minimum of 10 snowmobiles in each category for which he is bidding.

Example of list to be completed:

Manufacturer	Model	Year	Serial Number	Displacement

4.1.2 Financial Evaluation

SACC *Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

An offer must comply with all the requirements of the Request for Standing Offers to be declared Responsive. All the responsive offers will be recommended for issuance of a 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to 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) (<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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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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 Canadian Content Certification

This procurement is limited to Canadian goods.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 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*.

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex F.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

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 Statement of Work 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) (<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 and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex G entitled "Standing Offers Reporting". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted once per year, to the Standing Offer Authority, for the following period.

Periods: December 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than **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 December 1st, 2018 to April 30, 2020.

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7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 1 year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 5 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex "A" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Frédéric Hamann
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 418-649-2975
Facsimile: 418-648--2209
E-mail address: Frederic.hamann@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, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority (will be completed at award)

The Project Authority for the Standing Offer is:

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

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

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

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7.5.3 DND Procurement Authority (will be completed at award date)

The Procurement Authority for the Contract is:

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the call-up. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the call-up. The Contractor may discuss administrative matters identified in the call-up with the Procurement Authority.

7.5.4 Offeror's Representative

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

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence (DND) - Support Base Valcartier (SB VA).

7.7 Call-up Procedures

When issuing call-ups against the Standing Offer, the Project Authority must follow the following steps:

Step 1: The Project Authority must identify the Offeror by following the steps below:

- One** Choose the category of snowmobile from among the 5 categories mentioned in this directory (and sled if required);
- Two** Determine the number of snowmobiles required per category (and sled if required);
- Three** Choose the duration of the lease from among those listed in the directory (day, weekend, five days, week or month);
- Four** Determine whether or not the user will require the delivery and/or pickup service provided by the Offeror at the SB VA;
- Five** Determine the approximate number of kilometres per snowmobile for the delivery and/or pickup, if the delivery and/or pickup are outside of the SB VA. The distance will be calculated using the following Web site: maps.google.ca;
- Six** Accept the Offeror with the lowest (excluding taxes) extended firm price.

Example: The Department of National Defence Valcartier, SB VA (client) wants to rent 14 "category 1" snowmobiles, for one week. The client would like to use the Offeror's delivery and pickup service.

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Delivery will take place 100 km outside of the BS VA.

1- Category of snowmobile: Category 1 Snowmobile (sled not required)
2- Number of snowmobiles: 14
3- Duration: Weekly (one week)
4- Delivery and/or pickup: Delivery and pickup by the Offeror at the SB VA
5 - Number of km outside of the SB VA: 100km (100km X 2 for delivery and pickup)
6- Choice of Offeror: Accept the Offeror with the lowest (excluding taxes) extended firm price (see example below)

Note: The project manager must select the Offerors that provide the service that he or she requires with regard to the following factors: category of snowmobile, number of snowmobiles, duration, delivery and/or pickup by the Offeror at the SB VA, number of km outside of the SB VA for delivery. This will be done by consulting Annex C - Rate Table and Annex D - List of suppliers

Example of calculation to select the lowest-priced Offeror

Note that the data in the table below are fictitious and provided for example purposes only.

Description of call-up items	Qty of snowmobiles	Firm Unit Rates (excluding taxes) offeror 1	Total offeror 1	Firm Unit Rates (excluding taxes) offeror 2	Total Offeror 2
Category 1 snowmobile (sled not required)	14	\$350.00/per week	\$4,900.00	\$400.00/per week	\$5,600.00
Delivery	14	\$40.00/delivery	\$560.00	\$42.00/delivery	\$588.00
Pickup	14	\$40.00/pickup	\$560.00	\$42.00/pickup	\$588.00
Additional 100km delivery and 100 km for pickup outside of SB VA (100 km x 2)	14	\$0.03/km	\$84.00	\$0.025/km	\$70.00
Total:			\$6,104.00		\$6,846.00

The client must choose the Offeror with the lowest overall total firm cost (excluding taxes) for all items in the call-up. In the above example, Offeror One is offering a lower total firm cost for the client's needs than Offeror Two. This is why Offeror One will be selected.

Step 2 - The project manager will call, fax or email the Offeror identified in Step One on a basis of right of first refusal. When contacting him or her, the project manager will provide the Offeror with the following information:

- Category of snowmobile
- Quantity of snowmobiles
- Lease period
- Delivery location
- Delivery and pickup
- Order number (PO #)
- Project manager's name and telephone number
- Billing address

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- Urgent requirement (if applicable).

Step 3 - The offeror must confirm in writing, within 24 hours of the project manager issuing a call-up, whether he or she is able to deliver the service in accordance with the project manager's requirements. In the case of urgent situations, the Offeror must provide written confirmation within the 4 hours following the project manager's call-up. The latter will indicate in his or her initial call-up (step 2) whether or not it is urgent. If no response is received or if the Standing Offer is refused, the project manager must contact the next Offeror on the list until a Standing Offer is issued or the need no longer exists.

Step 4 - Place order using the call-up instrument (see article 7.8 below).

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 the Standing Offer must not exceed \$75,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$800,000.00 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 1 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2016-04-04); General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Rate Table;
- h) Annex D, List of suppliers;
- i) Annex E, The Electronic Payment Instruments;
- j) Annex F, Insurance Requirements;
- k) Annex G, Standing Offers Reporting
- l) the Offeror's offer dated _____ (*insert date of offer*),

7.12 Certifications and Additional Information

7.12.1 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.

7.12.2 SACC Manual Clauses

Canadian Content Certification (2008-05-12) M3060C

7.13 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

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7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of 2010C (2016-04-04), General Conditions - Services (Medium Complexity), will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 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 firm unit prices, as specified in "Annex C – Rate Table" and in accordance with Annex B - Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

7.4.2 Limitation of Price

SACC Manual clause [C6000C \(2017-08-17\)](#) Limitation of Price

7.4.3 Method of Payment

7.4.3.1 Single Payment

For rentals of **30 days or less**, the identified user will make a single payment.
SACC Manual clause H1000C (2008-05-12) Single Payment

7.4.3.2 Monthly Payments

For rentals of **more than 30 days**, the identified user will make monthly payments.
SACC Manual clause H1008C (2008-05-12), Monthly Payments

7.4.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.4.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;

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- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7.5 Invoicing Instructions

1. In all cases, the contractor must submit invoices in accordance with the section in the General Conditions entitled Invoicing Instructions. Invoices must not be submitted until all the work to which the invoice pertains has been completed.

(a) For rentals **not exceeding 30 days**, submit the invoice to the designated user when the vehicle is returned to the contractor.

(b) For rentals **exceeding 30 days**, submit an invoice to the designated user at the end of each rental month and a final invoice when the vehicle is returned to the contractor.

2. Send the original and two (2) copies to the project authority named in the call-up for certification and payment.

3. The Government of Canada will only pay accounts on receipt of a satisfactory invoice and any other documentation specified in the Standing Offer.

4. Submit invoices on a "per call-up" basis using the contractor's own documents and including (at least) the following:

- (a) Contractor's name, address, procurement business number (PBN), etc
- (b) Shipping address shown on the call-up
- (c) Contractor's standing offer number, eg: W0106-17R128/00X/QCL
- (d) Call-up reference number quoted by the designated user (PO #)
- (e) Period for which the snowmobile was leased (short-term rental) or period to which the invoice applies (long-term rental)
- (f) Description of the snowmobile leased
- (g) Number of km billed
- (h) Description of any other item billed
- (i) Total amount payable, in accordance with the payment arrangements specified in the Standing Offer.

5. Any claims for damage to a leased snowmobiles must be invoiced separately from the rental service. However, contractors must clearly identify the call-up with which such a claim is associated. This can be done by quoting the relevant call-up invoice or call-up number or by any other means agreed on between the parties. Each claim for damage to a leased snowmobile must be supported by:

- (a) copies of invoices, receipts and back-ups for all direct costs;
- (b) a copy of the estimate accepted in advance by Canada.

7.6 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex d. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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The Contractor must forward to the Contracting Authority **within ten (10) days** after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.7 SACC Manual Clauses

A9006C (2012-07-06), Defence Contract

A9092C (2011-05-16), Canadian Forces Site Regulations

ANNEX "A"- STATEMENT OF WORK

PURPOSE

1. The Department of National Defence (DND) is seeking the services of a private sector company to rent snowmobiles in good condition, as well as various related goods and services, as needed, for the use of members of the Support Base in Valcartier, Quebec, during their operations or winter training in that province.

Note: The term "company" in this document refers to the bidder and/or supplier of the required goods and services, as applicable.

DESCRIPTION OF GOODS AND SERVICES

General

2. On demand and as needed, provide the number of snowmobiles and helmets required as per call-up. The equipment provided must be safe, in good working condition at the time of delivery, and meet applicable standards, codes and legislation, as well as the requirements set out below.

Goods and services included

3. Provide snowmobiles and helmets along with transportation to and from the destination, including vehicle(s) and driver(s), equipment and tools, as well as staff required for handling, loading and unloading the equipment and performing necessary repairs within the allotted time during the rental period and following the return of the snowmobiles.

Snowmobiles

4. The snowmobiles to be provided may be utility, off-road or trail-designed models. Each snowmobile must comply with the most stringent requirements and standards set out by the manufacturers and to any applicable legislation. They must have the following minimum characteristics in any of the accepted categories:

- 4.1 Category 1 - Two (2)-stroke engine, twenty (20) inch track
- 4.2 Category 2 - Four (4)-stroke engine, twenty (20) inch track
- 4.3 Category 3 - Two (2)-stroke engine, twenty-four (24) inch track
- 4.4 Category 4 - Four (4)-stroke engine, twenty-four (24) inch track
- 4.5 Category 5 - Hybrid (trail/off-trail) 2-stroke or 4-stroke snowmobile with 15- to 16-inch wide track, 137 to 146 inches in length.
- 4.6 Minimum characteristics
 - a. Air- or liquid-cooled engine;
 - b. Minimum cylinder capacity: five hundred (500) cc;
 - c. Towing capacity of at least 900 lb. (408 kg) on a sled over a beaten path;
 - d. Electric or manual starter;
 - e. Reverse;
 - f. Dials displaying, but not limited to, speed and mileage;

- g. Skis: preferred width 9.8 in. (250 mm); minimum accepted width of 6.9 in. (175 mm), maximum accepted width of 12 in. (305 mm);
- h. Tracks with at least 1.25 in. pallets
- i. Ski stance: minimum 35.4 in. (900 mm), maximum 38.8 in. (985 mm);
- j. Cushioned seat, with room for two (2) riders;
- k. Fixed metal storage that can hold a 25-litre gas can;
- l. Fixed sled hitch with the capacity to tow a predefined approximate load (see above);
- m. Support with flexible rod and flag; and
- n. Body with a windshield and lights.

5. The snowmobiles to be provided or proposed may be new or used, ideally built for hard work, and capable of regularly towing the intended load off trail. They must have been built in the current year or within the two previous years at the earliest.

6. Each snowmobile must be in good working condition and have undergone preventive maintenance and servicing prior to delivery in accordance with manufacturer recommendations and trade practices.

7. Each snowmobile must be duly licensed and registered. Applicable licensing fees, including those for the right to travel on the trails of the *Fédération des clubs de motoneiges du Québec*, are payable by the company.

8. The year of manufacture, serial number, registration number, make, model, wear (mileage) and residual value of each snowmobile supplied must be provided and specified by the company on a manifest provided during delivery. This information will be crosschecked or also included on each inspection report to be produced on site for each snowmobile received and returned, as subsequently stipulated.

Helmet

9. Each snowmobile must be provided with two (2) safety helmets. The equipment provided must be in good condition, clean, and must meet all applicable requirements including, but not limited to, the provincial *Protective Helmets Regulation*.

10. Each helmet must be modular and designed for winter, made of fiberglass, carbon or composite material, and have either an integrated visor or be provided with a pair of protective glasses, both of which must be shatterproof.

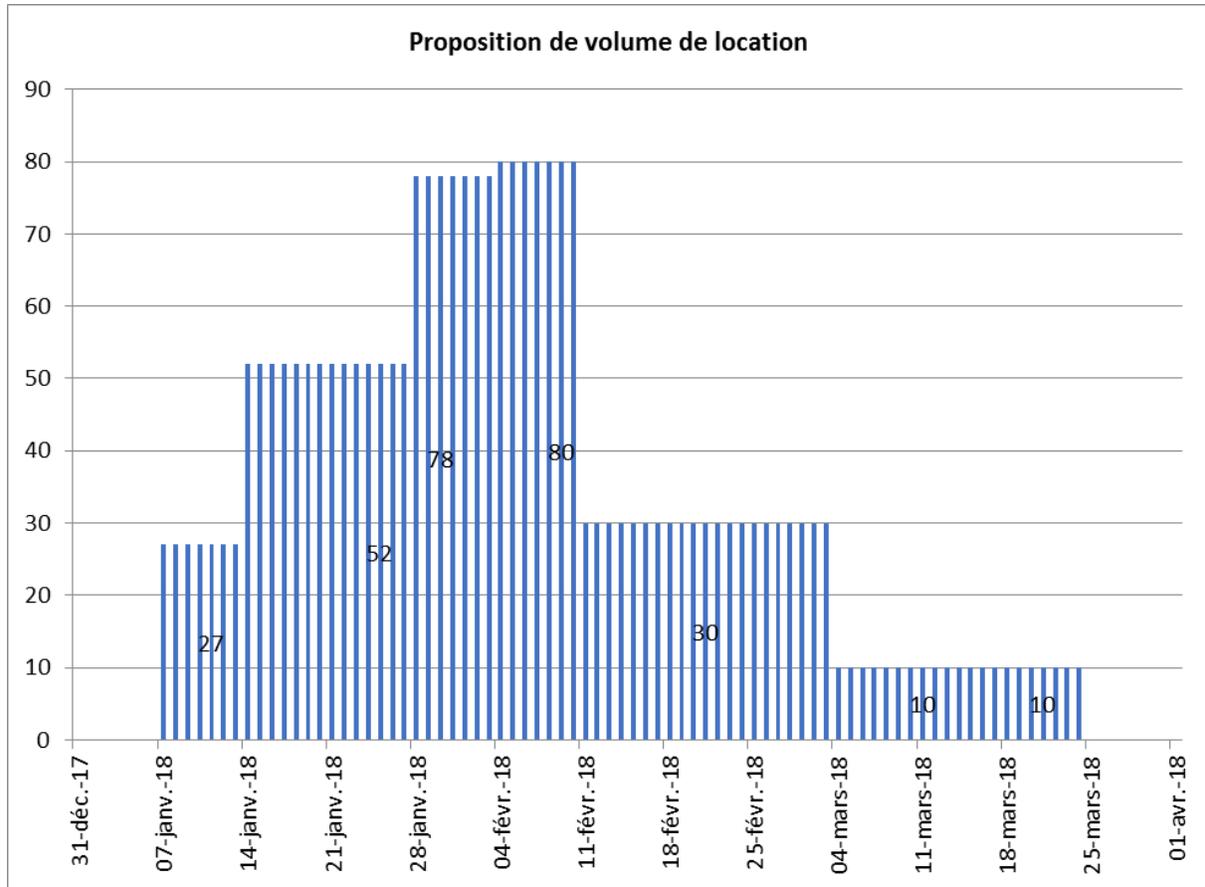
11. The company must offer the following selection of helmet sizes: small, medium, large and extra-large. The sizes required will be specified in the call-up.

Delivery

12. The company must provide everything needed for the delivery, unloading and loading to and from the destination of the number of snowmobiles ordered, including but not limited to helmets, materials, labour, tools, equipment, trailer and ramp.

Quantity

13. The number of snowmobiles required for each subsequent order can vary, and depends on demand and need. There is no fixed minimum per delivery. Below is a table showing snowmobile rental forecasts between January 7, 2018 and March 25, 2018. The quantities indicated may vary and weather conditions may force the cancellation of certain orders. This table is provided for illustrative purposes only.



Note: Several separate orders may be placed simultaneously for different requesters (clients, units, individuals) during each period shown.

14. The designated DND representative will confirm with the company the number of snowmobiles required within the following time frames:

- 14.1 Each order for fewer than ten (10) snowmobiles will be confirmed in writing at least forty-eight (48) hours prior to the expected date of delivery.
- 14.2 Each order for ten (10) or more snowmobiles will be confirmed in writing at least five (5) days prior to the expected date of delivery.

Destination

15. Snowmobiles can be ordered for delivery to a specific location on the Valcartier Support Base site, usually at building 110, or elsewhere in the province of Quebec within a radius of no more than two hundred and fifty (250) kilometers from the Support Base.

16. Each call-up shall specify the location and destination as well as the DND designated representative's contact information for the reception.

Inspection

17. An inspection of each snowmobile will be conducted at the destination upon delivery and before the pickup for the return.

18. The company must provide for the availability of its designated representative on site to complete all required formalities.

19. The inspection will be conducted jointly by a designated representative of the company and the designated DND representative.

20. A detailed inspection report will be produced to clearly identify each snowmobile and note its general condition and wear at the time of delivery.

21. Another inspection report will also be produced before the return of each snowmobile stating the anomalies detected for each, if any. The two (2) representatives concerned (company and DND) must jointly sign each of the inspection reports produced, on site, in turn and at the same time.

22. At all times and places, including premises associated with the business, DND reserves the right to undertake at its own expense a thorough technical inspection or a detailed investigation by a third party to validate the adequacy of the information provided or prescribed in the reports produced or to determine the cause of damage, a repair or an accident, if any.

Preventive maintenance, servicing and repairs

23. Depending on the use and duration of the rental period for each snowmobile, the company is responsible for routine and preventative maintenance and repairs, including replacing parts as needed, in accordance with manufacturer requirements.

24. The company may be asked to provide one or several replacement snowmobiles or helmets, as needed and according to the provisions set out below.

Replacement snowmobiles and timeframes

25. The company must be available to respond at any time and in person to a service call made during regular working hours, from Monday to Saturday inclusive, between 8 am and 6 pm.

26. The company must provide a replacement snowmobile the same day and assume the costs, including supply and transportation, in the case of normal wear and tear, and when the duration of preventative and routine maintenance and repairs exceeds four (4) consecutive hours.

27. In the event of accidental damage or when the required work is attributable to the negligence of a user, the parties (the designated DND representative and the company representative) must agree on repair or replacement costs to be assumed by DND prior to any repair or replacement.

28. Notwithstanding the provisions prescribed above, the company must be able to provide a replacement snowmobile of the same category as that rented, or additional to the original order, within twenty-four (24) hours of receiving the DND designated representative's phone call.

29. Repair services (labour with equipment, tools, replacement parts, products, etc.) will be available onsite within four (4) hours of receiving the DND representative's call.

30. During snowmobile replacement, the company must go through the designated DND representative to have the new snowmobile inspected prior to replacement. Then it will have to bring the exchanged snowmobile for a return inspection.

Claims for damage (breakdown)

31. The claims process for breakdown or accidental or other damage to the company's rental equipment by DND users is separate from the order process.

32. Damage that cannot be the subject of a potential claim by the company to DND is:

32.1 Goods, services, work, transportation and other expenses related to normal wear and tear (e.g., replacement of spark plugs, rails, slides, belts, tracks, reflectors, braking system and all other moving parts or accessories subject to normal wear and tear), but not limited thereto; and

32.2 Aesthetic aspects including, but not limited to chips, scratches, light bumps or inconspicuous dents, paint chips, small tears or minor scratches to seats and damaged stickers.

33. The claims process is subject to a negotiation in good faith between the parties. The DND's contracting Authority and/or Procurement Authority, as applicable, is the designated officer and delegated Authority to negotiate and approve the company's claims. The process for claims for damage against DND by the company is as follows:

33.1 Before the return of snowmobiles to the company, damage is identified and recorded on the inspection report(s) produced and signed jointly by the DND representative and the company's representative;

33.2 Within five (5) working days of the return of snowmobiles to the company, a detailed report of the damage being claimed is produced by the company, following an investigation, and submitted to the DND Procurement Authority, including proposed corrective measures and associated costs;

33.3 Within five (5) working days of the receipt of the claim, a DND Technical Authority or a third party, at DND's discretion, validates the legitimacy of the claim for damage. The DND representative may request additional information from the company for clarification, including a visit of the company's premises or elsewhere by the DND representative to view the damaged equipment;

33.4 Following acceptance and recommendation of payment by the DND Technical Authority, if needed, a written contract is produced by the DND Procurement Authority, duly signed and submitted to the company as agreement for the performance of the work;

-
- 33.5 A release document is also produced by the DND Procurement Authority and submitted to the company with the contract, for signature by the authorized company representative;
- 33.6 The company carries out the work approved under the DND contract and submits an invoice to the DND designated representative for certification of request for payment;
- 33.7 Payment is made and received by the company within thirty (30) calendar days of receipt of the invoice.
- 33.8 Within ten (10) business days of receipt of payment, the company will forward the duly signed release document to the DND Procurement Authority.
34. It is understood that the rental period of the equipment will end as stipulated in the initial contract or upon notice sent by the DND representative by email or telephone for the return of the equipment to the company. Accordingly, no additional rental fees may be charged to DND during the damage claim process.

Replacement parts

35. At the request of the designated DND representative, the company must immediately provide original parts, which have been replaced at DND's expense.

Sled

36. Snowmobile sled at least 6 feet long, 15 in. deep and 27 to 36 in. wide with Teflon rails.

Invoicing

37. In addition to the usual relevant financial information, the company must indicate the following information on each invoice: the corresponding order reference number or the DND contract number, as well as the registration number and serial numbers of each snowmobile concerned.

ANNEX "B" - BASIS OF PAYMENT

1 - Rates:

The Contractor must submit firm daily, weekend, five-day (Monday to Friday), weekly and monthly rates per snowmobile in Canadian dollars, GST/HST extra, including rates for delivery and pick-up of the vehicles at the Support Base Valcartier (SV BA). Also, the Contractor must submit kilometric rates for deliveries outside SB VA, but within a radius of 250 kilometres of the SB VA. All firm rates must be submitted for the period of the standing offer, as well as the one-year option period in **Annex C, Rate Table**.

✓ All the rates in Annex C, Rate Table, include vehicle use and maintenance.

2. Calculation of price:

Calculation of rental rates starts on the date when delivery of the vehicle was requested and the vehicle is delivered to the location stated when the request was made. If a vehicle is delivered one day early, the rental term will commence on the day the vehicle was requested. Calculation ends on the last rental day specified at the time of the order by the Project Authority of his/her authorized representative.

Example: Delivery is requested for January 23, 2019. The vehicle is delivered January 22, 2019. The rental term starts on January 23, 2019.

If the vehicle is delivered late, calculation of the rental charge will start when the user takes custody of the vehicle and will end when the user advises the Contractor that the vehicle is no longer required.

The Contractor must comply with the following instructions relating to the rental term.

Calculations Table

Rate	
Daily	The price for a period of 24 hours or less.
Weekend	The price for a period beginning on Friday around 14:00 and ending the following Monday around 08:00
Five days (Monday to Friday)	The price for a 5-day period, i.e. from Monday around 08:00 to Friday around 15:00
Weekly (seven days)	The price for a period of 7 days. (regardless of the day the rental starts)
Monthly	Price for a period of 30 days (regardless of the day the rental starts)

Periods not completed will be calculated on a pro rata basis as follows:

Rates applicable during an incomplete period

Rental for five (5) days or under, whichever is less
Number of days X daily rate
or
Five-day (Monday to Friday) rate

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Rental for seven (7) days or under, whichever is less
Number of days X daily rate
Or
Weekly Rate

Rental for one (1) month or under, whichever is less
Monthly Rate
Or
[Number of weeks X weekly rate] + [Number of days X daily rate]

Rental for over (one) 1 month
Number of months X monthly rate
Plus
Number of additional days X daily rate OR weekly rate (as applicable)

Example: A rental lasting 108 days will be calculated as follows:

- Monthly rate X 3 months (90 days)
- Weekly rate X 2 weeks (14 days)
- Daily rate X 4 days (4 days)

= 108 days

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ANNEX "C" - RATE TABLE

Refer to the annex C, electronic Excel file

Offerors must submit their financial offer in accordance with Annex B - Basis of Payment and with Annex C – Rate Table. The total amount of Applicable Taxes must be shown separately.

Item	Description	Quebec (Valcartier Base)									
		From Award to April 30, 2020 Firm Unit Price			Option Year 1 May 1, 2020 to April 30, 2021 Firm Unit Price						
		1 to 12	13 to 24	25 & above	1 to 12	13 to 24	25 & above				
1. Category 1 snowmobile	Qty per call-up										
1.1	Two (2)-stroke engine, twenty (20) inch track Daily rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
1.2	Weekend rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
1.3	Five-day rate (Monday to Friday) per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
1.4	Daily rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
1.5	Monthly rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
2. Category 2 snowmobile	Four (4)-stroke engine, twenty (20)-inch track										
2.1	Daily rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
2.2	Weekend rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
2.3	Five-day rate (Monday to Friday) per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
2.4	Daily rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
2.5	Monthly rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
3. Category 3 snowmobile	Two (2)-stroke engine, twenty-four (24)-inch track										
3.1	Daily rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
3.2	Weekend rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /
3.3	Five-day rate (Monday to Friday) per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /

Item	Description	Quebec (Valcartier Base)									
		From Award to April 30, 2020					Option Year 1				
		Firm Unit Price					Firm Unit Price				
		1 to 12	13 to 24	25 & above	1 to 12	13 to 24	25 & above	1 to 12	13 to 24	25 & above	
3.4	Weekly rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
3.5	Monthly rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
4. Category 4 snowmobile	Four (4)-stroke engine, twenty-four (24)-inch track										
4.1	Daily rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
4.2	Weekend rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
4.3	Five-day rate (Monday to Friday) per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
4.4	Weekly rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
4.5	Monthly rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
5. Category 5 snowmobile	Snowmobile hybrid 2-stroke or 4-stroke engine (trail/off-trail) with track 15 to 16 inches wide and 137 to 146 inches long										
5.1	Daily rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
5.2	Weekend rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
5.3	Five-day rate (Monday to Friday) per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
5.4	Weekly rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	
5.5	Monthly rate per snowmobile	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	\$ /	

		Quebec (Valcartier Base)				
Item	Description	From Award to April 30, 2020 Firm Unit Price			Option Year 1 May 1, 2020 to April 30, 2021 Firm Unit Price	
		1 to 12	13 to 24	25 & above	1 to 12	13 to 24
	Qty per call-up					
6. Sled	Sled for snowmobile of at least 6 feet long, 15 in. deep and 27 to 36 in. wide with Teflon rails					
6.1	Daily rate per sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled
6.2	Weekend rate per sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled
6.3	Five-day rate (Monday to Friday) per sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled
6.4	Weekly rate per sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled
6.5	Monthly rate per sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled
7.	Delivery to or pickup from Valcartier Base					
7.1	Delivery rate per snowmobile	\$ _____ / snowmobile	\$ _____ / snowmobile	\$ _____ / snowmobile	\$ _____ / snowmobile	\$ _____ / snowmobile
7.2	Pickup rate per snowmobile	\$ _____ / snowmobile	\$ _____ / snowmobile	\$ _____ / snowmobile	\$ _____ / snowmobile	\$ _____ / snowmobile
7.3	Rate for sled delivery	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled
7.4	Rate for sled pickup	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled	\$ _____ / sled

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Quebec (Valcartier Base)						
Item	Description	From Award to April 30, 2020 Firm Unit Price			Option Year 1 May 1, 2020 to April 30, 2021 Firm Unit Price	
		1 to 12	13 to 24	25 & above	1 to 12	13 to 24
8.	Qty per call-up Additional cost (for items 7.1 to 7.4) for delivery or pickup outside the Valcartier Base (maximum 250 km from the Valcartier Base)					
8.1	Rate per kilometre per snowmobile. Distance will be calculated from the maps.google.ca website	\$ _____ snowmobile	\$ _____ snowmobile	\$ _____ snowmobile	\$ _____ snowmobile	\$ _____ snowmobile
8.2	Rate per kilometre par sled Distance will be calculated from the maps.google.ca website	\$ _____ sled	\$ _____ sled	\$ _____ sled	\$ _____ sled	\$ _____ sled

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ANNEX "D" - LIST OF SUPPLIERS

Supplier Information

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Demande d'offre à commandes / Request for Standing Offers : W0106-17R128/A
Location de motoneiges / Snowmobile leasing

Raison sociale/ Corporate name : _____

Livraison / Delivery	Facturation / Billing
Raison sociale / Corporate name: _____	Raison sociale / Corporate name: _____
Nom commercial / Operating Name: _____	Nom commercial / Operating Name: _____
N.E.A / P.B.N: _____	
Adresse / Address : _____	Adresse / Address : _____
Contact: _____	Contact: _____
Tél./Tel.: _____	Tél./Tel.: _____
Courriel / E-Mail : _____	Courriel / E-Mail : _____
Site Web / Web : _____	Site Web / Web : _____

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ANNEX "E" - ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

ANNEX "F" - INSURANCE REQUIREMENTS

G2001C (2014-06-26) Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario,
K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice,
234 Wellington Street, East Tower,
Ottawa, Ontario,
K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

G2020C (2014-03-01) Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Table of Insurance

Insurance applicable to the vehicles leased by the designated user	Insurance coverage
<p>Commercial General Liability Insurance</p> <p>Description : Insurance covering damages arising from bodily injury or material damage sustained by a third party, including defense costs in case of litigation.</p> <p>Coverage : \$2,000,000.00</p>	<p>The contractors awarded a Regional Individual Standing Offer (RISO) must hold commercial general liability coverage and provide an Insurance Certificate on request. The identified users must be covered by commercial general liability insurance through the contractor.</p>
<p>Automobile Liability Insurance (for delivery only)</p> <p>Description : Automobile liability insurance protects the insured if a third party is killed or injured or sustains damage to property. The insurance policy indemnifies the insured in the event of injuries sustained in an automobile accident. Uninsured motorist coverage provides protection if the insured is injured by a driver who is not insured or who leaves the scene.</p> <p>Coverage: \$2,000,000.00</p>	<p>Automobile liability insurance must be included in rates at Annex C, Rate Table</p>
<p>Coverage against physical damage to a vehicle (physical damage, collisions and accidents not involving collision or overturning).</p> <p>Description : This coverage protects against physical damage to the leased vehicle. It covers damage sustained by the vehicle when it collides with another vehicle or overturns. "Collision" means that the leased vehicle strikes another vehicle, is struck by another vehicle or is the cause of an accident. This insurance also protects the vehicle against other risks besides collision and overturning. It protects against vandalism, theft, falling of flying objects and fire.</p>	<p>Coverage against physical damage must not be included in rates. Usually, Canada self-insures and assumes its own risks.</p>

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ANNEX "G" - STANDING OFFERS REPORTING

The offerors must provide their reports in accordance with the Standard Report bellow:

Regional individual Standing Offer (RISO)

W0106-17R128/___/QCN, Snowmobile leasing

Offeror: _____

Reporting period: from December 1 _____ (year) to March 31 _____ (year)

Total amount: \$ _____

Name of the department / client: Department of National Defence, Valcartier Garrison

Number of Call-up: _____

Amount in dollar: \$ _____

Signature : _____ Date (YYYY-MM-DD) : _____