



**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**

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

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

Title - Sujet Repair, Insp, Parts GM Vehicles	
Solicitation No. - N° de l'invitation W0106-17R127/A	Date 2018-06-26
Client Reference No. - N° de référence du client W0106-17R127	GETS Ref. No. - N° de réf. de SEAG PW-\$QCL-038-17431
File No. - N° de dossier QCL-7-40302 (038)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-08-07	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée Voir doc.	
Address Enquiries to: - Adresser toutes questions à: Fournier, Annie	Buyer Id - Id de l'acheteur qcl038
Telephone No. - N° de téléphone (418)649-2775 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE 5e Bataillon des Services du Canada Cie Maintenance, Édifice 10 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. 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: includes the certifications to be provided;
- Part 6 Financial capability; 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 the Requirement (Annex A), and the Basis of Payment (Annex B), the Electronic Payment Instrument (Annex C) and any other annex.

2. Summary

(i) **Title:** Repair, Inspection and Parts Purchasing Services for General Motors Vehicles

(ii) **Description**

This annex sets out the general and specific requirements concerning repair, inspection and parts purchasing services for General Motors commercial vehicles for the Transport Company of 5 Canadian Service Battalion, 2nd Canadian Division Support Base (Valcartier Base), Department of National Defence (DND).

The Contractor shall, on a call-up basis, supply the following services and goods for General Motors commercial vehicles:

- a) duly qualified workers to carry out the inspection in accordance with a 55-point checklist;
- b) repairs in the Contractor's shops;
- c) supply original General Motors brand parts only;
- d) delivery of parts to the Valcartier Base ;
- e) pick-up and delivery of vehicles at the Valcartier Base at the client's request.

(iii) Period of the standing offer

The period of the standing offer is from September 1, 2018 to August 31, 2020 with the possibility of extending for one (1) optional additional year.

- (iv)** As per the Integrity Provisions under section 01 of Standard Instructions [2006](#), Offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.
- (v)** For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.
- (vi)** The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

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: 90 days

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 transmitted by facsimile at 418-648-2209 to the attention of PWGSC will be accepted.

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.

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.

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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.

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five 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.

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 Québec**.

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

1. Offer Preparation Instructions

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

Section I: Financial Offer – Annex B (1 hard copy)

Section II: Certifications (1 hard 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 their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 Financial Evaluation

Offerors must submit all-inclusive firm prices in accordance and following the format provided in Annex "B" – Basis of payment of this request. The offeror must complete this part and attach it to its offer.

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

2. Electronic Payment of Invoices – Offer

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

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.

1.1 Financial Evaluation

1.1.1 Financial criteria

Offerors must submit their financial offer in accordance with Annex B – Basis of payment of this request for standing offers.

1.1.2 Price Evaluation

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

1.2 Basis of evaluation

For evaluation purposes only, the price of the bid will be determined as follows:

The price of the bid will be calculated by establishing a total amount of valuation. This amount will be calculated by adding the amount for each of the periods.

The valuation amount for each of the periods will be calculated by adding the following elements:

Item #1 – Repair services, as mentioned in Annex B, Basis of payment:

The hourly rate multiplied by the estimated annual number of hours spent on repairs (2000 hours).

+

Item #2 – Inspection services, as mentioned in Annex B, Basis of payment:

The fixed rate for inspections multiplied by the estimated annual quantity of vehicle inspections.

+

Item #3.1 - Delivery of parts, as mentioned in Annex B, Basis of payment:

The rate for the delivery of parts, multiplied by the estimated annual quantity (100 deliveries)

-

Item #3.2 – General Motors parts, as mentioned in Annex B, Basis of payment:

If offered, the discount rate applied to the prices of the manufacturer's suggested retail price multiplied by the estimated annual amount spent on part (12,000.00\$)

+

Item #4 – Pick-up and drop-off of vehicles, as mentioned in Annex B, Requirement:

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The rate for the pick-up and drop-off of vehicles, multiplied by the estimated annual quantity (20 pick-up or deliveries).

The total amount evaluated will therefore be the sum of all three years of the standing offer: Year 1: from September 1st 2018 to August 31 2019, Year 2: from September 1st 2019 to August 31 2020, and Year 3: from September 1 2020 to August 31 2021.

2. Basis of selection

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

PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, 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 may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required with the Offer

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

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.

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.

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.

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>).

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.

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2.3 Language Capability

By submitting an offer, the Offeror certifies that it has the language capability required to perform the Work, as described in the Annex A – Requirement.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirements

There is no security requirement applicable to the Standing Offer.

2. Insurance Requirements

Offerors must respect the insurance requirements listed at point 7. of part B. RESULTING CONTRACT CLAUSES.

3. Financial Capability

SACC *Manual* clause [M9033T](#) (2011-05-16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirements

There is no security requirement applicable to this Standing Offer.

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.

3.1 General Conditions

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

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 below. 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 semestrial basis to the Standing Offer Authority.

The semestrial reporting periods are defined as follows:

- 1st semester: September 1 to February 28;
- 2nd semester: March 1 to August 31;

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

3.2.1 Requirements in terms of Reports

Offerors should provide their reports in accordance with the report template below:

Regional Individual Standing Offer

W0106-17R127/001/QCL, Parts and repairs for General Motors commercial vehicles

Offeror : _____

Report Period : from _____ to _____

Name of Department / Client :	Number of repairs (in hours)	Value (\$)
National Defense Department, Valcartier Garrison		

Name of Department / Client :	Number of 55 points inspections	Value (\$)
National Defense Department, Valcartier Garrison		

Name of Department / Client :	Number of orders (number of parts)	Value (\$)
National Defense Department, Valcartier Garrison		

Name of Department / Client :	Number of part deliveries	Value (\$)
National Defense Department, Valcartier Garrison		

Name of Department / Client :	Number of vehicles pick-up and drop-off	Value (\$)
National Defense Department, Valcartier Garrison		

Signature : _____

Date (YYYY-MM-DD) : _____

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from September 1, 2018 to August 31, 2020.

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 one additional period of one (1) year, from September 1st, 2020 to August 31st, 2021 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

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Name: Annie Fournier
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
1550, avenue d'Estimauville, 6th floor
Québec (Québec) G1J 0C7

Telephone: 418-649-2775
Facsimile: 418-648-2209
E-mail address: annie.fournier@tpsgc-pwgsc.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.

5.2 Project Authority

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.

5.3 Offeror's Representative (*will be inserted at award*)

The Offeror's Representative for the Standing Offer is:

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

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

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. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is: Commercial Vehicle Platoon, Department of National Defence (DND), Valcartier, Québec.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$11,250.00 (Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$75,00.00 for the two first years (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.

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 three 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.

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);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Electronic Payment Instruments;
- h) the Offeror's offer dated _____.

12. Certifications

12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). 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. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

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 Québec

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.

1. Requirement

The Contractor must provide the items detailed and perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (201-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

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

4. 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.

5. Payment

5.1 Basis of Payment

Basis of payment – Firm Unit Prices and Firm Hourly Rate

For the parts and services related to items 2, 3 and 4 of Annex B – 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 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.

For the labour (item #1) of Annex B – Basis of payment:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm hourly rates, as specified in 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.

5.2 Method of Payment

5.2.1 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

5.3 SACC Manual Clauses

A9117C (2011-11-30), T1204 - Direct Request by Customer Department

5.4 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;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6. Invoicing Instructions

1. 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.
2. Invoices must be distributed as follows:
 - (a) Send the original and two (2) copies to the address which appears on page 1 of 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, e.g.: W0106-17R127/001/QCL
 - (d) Call-up reference number quoted by the designated user (PO #)
 - (e) Period of invoicing

- (f) Description of any item or services billed
- (g) Total amount payable, in accordance with the payment arrangements specified in the Standing Offer.

7. Insurance Requirements

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

7.1 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.

7.2 Garage Automobile Liability Insurance

1. The Contractor must obtain Garage 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 and in the annual aggregate.

2. The Garage Automobile Liability policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).
 - c. 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

8. Shipping Instructions for parts - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) to Ministère de la Défense nationale, garnison Valcartier in accordance with Incoterms 2000 for shipments from a commercial contractor.

9. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

A9006C (2012-07-16), Defense Contract

ANNEX "A"

REQUIREMENT

TITLE

Repair, Inspection and Parts Purchasing Services for General Motors Vehicles

SUBJECT

This annex sets out the general and specific requirements concerning repair, inspection and parts purchasing services for General Motors commercial vehicles for the Transport Company of 5 Canadian Service Battalion, 2nd Canadian Division Support Base (Valcartier Base), Department of National Defence (DND).

DESCRIPTION OF WORK

The Contractor shall, on a call-up basis, supply the following services and goods for General Motors commercial vehicles:

- a) duly qualified workers to carry out the inspection in accordance with a 55-point checklist;
- b) repairs in the Contractor's shops;
- c) supply original General Motors brand parts only;
- d) delivery of parts to the Valcartier Base ;
- e) pick-up and delivery of vehicles at the Valcartier Base at the client's request.

REQUIREMENTS

The contractor:

1. shall be an authorized General Motors supplier;
2. shall keep vehicles to be repaired and/or inspected in a secure manner, indoors, or better yet, in a secure and/or locked area;
3. shall be prepared to receive each vehicle to be inspected within 48 working hours following the telephone call from the designated DND representative;
4. shall keep cards used to tally the labour for verification purposes at the request of the designated DND representative;
5. shall be a dealer able to carry out recalls guaranteed by the manufacturer.

VEHICLE INSPECTION IN THE CONTRACTOR'S FACILITY

The contractor must be able to complete the vehicle inspection within 24 working hours following receipt of the vehicle. The DND technical authority will set the inspection priorities and reserves the right to change them.

The work includes the following tasks:

1. Fill out a status report with the relevant recommendations in accordance with the 55-point checklist;
2. As appropriate, complete a detailed estimate of hours of work and spare parts required to carry out the recommended repairs. This estimate must include the cost of workshop supplies, if applicable; and

3. Send the completed inspection report to the designated DND representative with a detailed estimate, if applicable.

DETAILED BID

At the request of the Project Authority, the Contractor shall submit a detailed bid on costs (number of hours, cost of parts and so on), at no charge and within 24 to 48 working hours. Once call-up is issued, the actual and final cost of repairs carried out may not exceed the cost indicated on the call-up.

If the Contractor determines that additional work is required, it shall obtain approval from the Project Authority before undertaking the work that is not approved in the call-up.

EMERGENCY SERVICE

Upon call-up, the Contractor shall provide an emergency repair service at no additional cost with a turnaround of between 24 and 48 working hours.

PICK-UP AND DELIVERY

Upon call-up, the Contractor shall provide a delivery service for parts purchased under this standing offer as well as a vehicle pick-up and drop-off service for vehicles in operating condition that are being sent for repairs and/or inspection.

WARRANTY

The minimum warranty period for parts and labour shall be 12 months or 20,000 km (whichever occurs first). The Contractor may provide a longer warranty period.

CALL-UP PROCEDURES

Call-ups shall be placed by telephone, email and/or by fax. Call-ups placed by telephone will be confirmed in writing.

ANNEX "B"

BASIS OF PAYMENT

1. REPAIR SERVICES

The Contractor shall indicate the hourly rate for labour for repairs carried out in its shops. This rate shall include overhead and profit as well as shop supply costs.

Article	Description	Estimated Annual Quantity	Hourly rates (taxes extra)		
			Year #1	Year #2	Year #3
1.1	Labour related to repairs	2000 hours	_____ \$	_____ \$	_____ \$

2. INSPECTION SERVICES

The Contractor shall submit a fixed rate per vehicle for a 55-point inspection. This rate must include the cost of workshop supplies, administration expenses, benefits and any other unforeseen costs.

Article	Description	Estimated Annual Quantity	Firm rates per inspection (taxes extra)		
			Année #1	Année #2	Année #3
2.1	55-point inspection of vehicles	125	_____ \$	_____ \$	_____ \$

3. PURCHASING AND PARTS DELIVERY

3.1 The Contractor shall indicate a fixed price (if applicable) to deliver parts to the Valcartier Garrison.

If there is no applicable cost, the Contractor shall enter "N/A" or "\$0.00."

Article	Description	Estimated Annual Quantity	Firm Unit Prices (taxes extra)		
			Year #1	Year #2	Year #3
3.1	Parts delivery to Garrison Valcartier	100	_____ \$	_____ \$	_____ \$

3.2 The Contractor shall indicate a discount (%) (if applicable) in accordance with the list of manufacturer's suggested retail prices of General Motors parts.

If there is no applicable discount, the Contractor shall enter "N/A" or "\$0.00."

Article	Discount		
	Year #1	Year #2	Year #3
3.2	_____ %	_____ %	_____ %

4. VEHICLE PICK-UP AND DROP-OFF

The Contractor shall indicate a fixed price (if applicable) for picking up or dropping off a vehicle. This will be for vehicles in operating condition, between Valcartier Garrison and the Contractor's repair shops.

If there is no applicable cost, the Contractor shall enter "N/A" or "\$0.00".

Article	Description	Estimated Annual Quantity	Firm Unit Prices (taxes extra)		
			Year #1	Year #2	Year #3
4.1	VEHICLE PICK-UP or DROP-OFF	20	_____ \$	_____ \$	_____ \$

NB: When picking up or delivering vehicles, the contractor may be required to pick up other vehicles at the same location. In such cases the contractor shall bill DND for only one pick-up trip or delivery trip.

Solicitation No. - N° de l'invitation
W0106-17R127/B
Client Ref. No. - N° de réf. du client
W0106-17-R127

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-7-40302

Buyer ID - Id de l'acheteur
QCL038
CCC No./N° CCC - FMS No./N° VME

5. WARRANTY

Warranty period on repairs : _____

The Contractor must offer, **at a minimum, a warranty period of 12 months minimum or 20 000km**
(Whichever occurs first).

Warranty period on parts: _____

The Contractor must offer, **at a minimum, a warranty period of 12 months minimum or 20 000km**
(Whichever occurs first).

PERIODS :

Year 1 : from September 1st 2018 to August 31 2019

Year 2 : from September 1st 2019 to August 31 2020

Year 3 (optional) : from September 1st 2020 to August 31 2021

Solicitation No. - N° de l'invitation
W0106-17R127/B
Client Ref. No. - N° de réf. du client
W0106-17-R127

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-7-40302

Buyer ID - Id de l'acheteur
QCL038
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" to PART 3 OF THE REQUEST FOR STANDING OFFERS

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);
- Wire Transfer (International Only);