



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

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Coleman Replacement Parts	
<b>Solicitation No. - N° de l'invitation</b> W0127-18BM03/A	<b>Date</b> 2018-06-28
<b>Client Reference No. - N° de référence du client</b> W0127-18BM03	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-206-11399
<b>File No. - N° de dossier</b> EDM-8-41020 (206)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-08-08</b>	
<b>Time Zone</b> Fuseau horaire Mountain Daylight Saving Time MDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brent Peters	<b>Buyer Id - Id de l'acheteur</b> edm206
<b>Telephone No. - N° de téléphone</b> (780)235-8279 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**REGIONAL INDIVIDUAL STANDING OFFER (RISO) FOR SUPPLY OF REPLACEMENT COLEMAN  
PARTS AT DND – VARIOUS LOCATIONS IN ALBERTA AND MANITOBA**

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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            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, 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, Basis of Payment, Standing Offer Usage Report, and Electronic Payment Instruments.

### **1.2 Summary**

- 1.2.1**    The Department of National Defence (DND) requires a Regional Individual Standing Offer (RISO), for the supply of Coleman replacement parts on an "as required" basis to repair equipment being held at Garrison Wainwright, Garrison Edmonton, 41 CBG Calgary, CFB Suffield, CFB Cold Lake, and CFB Shilo, as outlined in Annex A.

The Standing Offer is requested for a period of two (2) years from the offer award with the possibility of two (2) additional one-year option periods to be exercised at Canada's discretion.

- 1.2.2**    The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **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, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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](#) (2018-05-22) 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

#### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Price and/or Rates

### 2.2 Submission of Offers

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

PWGSC Bid Receiving Unit  
ATB Place, North Tower  
5th Floor – 10025 Jasper Avenue  
Edmonton, AB T5J 1S6  
Fax: 780-497-3510

**Email address for offers submitted through epost Connect service only as specified in Section 3.1:**  
[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

### 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

#### **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.

## **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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**

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

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

If the Offeror chooses to submit its offer in hard copies, Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)  
Section II: Financial Offer (one hard copy)  
Section III: Certifications (one hard copy)

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

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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.

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

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

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

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

If Annex 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 Instruments will not be considered as an evaluation criterion.

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

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

### **Section III: Certifications**

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

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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 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**

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and it will be given no further consideration.

- a) Compliance with the terms and conditions contained in this document.
- b) Provision of pricing as requested.
- c) Ability to perform the full scope of the work, as described in Annex A.

#### **4.1.2 Financial Evaluation**

The Evaluated Price will be calculated in the following method:

- a) Columns A, B, C, D, and E from Annex B - Basis of Payment will be evaluated by multiplying the unit price for each year by the estimated usage and aggregating these totals.
- b) The aggregated total of each line item of each category be added together to determine a Total Evaluated Offer Price.

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

An offer must comply with all of the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated offer price will be recommended for issuance of a standing offer.

## **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

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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 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](#) website.

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.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

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

## 6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

## 6.3 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\*](#) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

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

### 6.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

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

## 6.4 Term of Standing Offer

### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of offer issuance to \_\_\_\_\_. *(to be completed upon offer award)*

## 6.5. Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Brent Peters  
Procurement Specialist  
Public Works and Government Services Canada

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Acquisitions Branch, Western Region  
ATB Place, North Tower  
5<sup>th</sup> Floor – 10025 Jasper Avenue  
Edmonton, AB T5J 1S6  
Telephone: 780-235-8279  
Facsimile: 780-497-3510  
E-mail address: Brent.Peters@pwgsc-tpsgc.gc.ca

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

**6.5.2 Project Authority** (will be inserted at contract award)

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.

**6.5.3 Offeror's Representative** (should be completed by Offeror at time of offer)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Procurement Business Number (PBN): \_\_\_\_\_

**6.6 Proactive Disclosure of Contract with Former Public Servants**

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

**6.7 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer are:

- Garrison Wainwright: 3 CDSG Tech Svcs Log Sp LPO
- Garrison Edmonton: 1 Svc Bn Sup Coy LPO
- 41 CBG Calgary: 41 Svc Bn
- CFB Suffield: G4 Procurement
- CFB Shilo: Base Supply
- CFB Cold Lake: RCEME Procurement Section

## 6.8 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-TPSGC 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.

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 40,000.00 (Applicable Taxes included).

## 6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_\_ (Applicable Taxes excluded) (*to be determined at offer award*) 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 2 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.

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## 6.11 Priority of Documents

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

- a) the 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 2010A (2018-06-21), General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report;
- h) Annex D, Electronic Payments Instruments
- i) the Offeror's offer dated \_\_\_\_\_. (*insert date of offer*)

## 6.12 Certifications and Additional Information

### 6.12.1 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.

## 6.13 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 \_\_\_\_\_. (*to be completed prior to offer award*)

## 6.14 Price Lists

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

## 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.

### 6.1 Requirement

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

## 6.2 Standard Clauses and Conditions

### 6.2.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010A](#) (2018-06-21) General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards. (*if applicable*)

### 6.3 Term of Contract

#### 6.3.1 Period of the Contract

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

### 6.4 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.

### 6.5 Payment

#### 6.5.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure as indicated in the call-up document. Customs duties are included and Goods and Services Tax is extra, if applicable.

#### 6.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount indicated in the call-up document. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department  
H1000C (2008-05-12), Single Payment  
C2000C (2007-11-30), Taxes – Foreign-based Contractor

### 6.5.4 Electronic Payment of Invoices – Call-up (if applicable)

The Contractor accepts to be paid using 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).

### 6.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 6.7 Insurance

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

### 6.8 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations  
A9039C (2008-05-12), Salvage  
A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
B1501C (2006-06-16), Electrical Equipment  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

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## ANNEX A REQUIREMENT

### 1. Requirement

The Department of National Defence (DND) has a requirement for the establishment of a 2 year Standing Offer, with 2 additional option periods, that will enable the rapid supply of Coleman parts in order to repair our inventory of stoves and lanterns. Delivery will be to various DND locations throughout Western Canada on an "as and when" required basis.

During Major Exercises and/or Domestic Operations, the Supplier must be able to deliver large quantities of product within tight timelines with minimal backorders.

### 2. Ordering Offices/Delivery Locations

Only the following Offices are authorized to make call-ups against this Standing Offer. All invoices are to be sent to the office which issued the call-up.

#### A. Garrison Wainwright

3 CDSG Tech Svcs Log Sp LPO  
Bldg. 593  
Garrison Wainwright  
Denwood AB T0B 1B0

#### B. Garrison Edmonton

1 Svc Bn Sup Coy LPO  
Building 236  
Garrison Edmonton  
PO Box 10500 Stn. Forces  
Edmonton, Alberta T5J 4J5  
[edmsupplycoyinvoices@forces.gc.ca](mailto:edmsupplycoyinvoices@forces.gc.ca)

#### C. 41 CBG Calgary

41 Svc Bn  
4225 Crowchild Trail SW  
Calgary, AB T3E 1T8

#### D. CFB Suffield

G4 Procurement (ordering office)  
CFB Suffield  
PO Box 6000  
Medicine Hat, AB T1A 8K8  
[invoices@forces.gc.ca](mailto:invoices@forces.gc.ca)

Delivery Address:  
CMTT, Bldg. 322  
CFB Suffield  
Ralston, AB T0J 2N0

#### E. CFB Shilo

Base Supply (ordering office)  
CFB Shilo

PO Box 5000 Stn. Forces  
Shilo, MB R0K 2A0

Delivery Address:  
CMTT, Bldg. C-101  
CFB Shilo  
Shilo, MB R0K 2A0

**F. CFB Cold Lake**

RCEME Procurement Section  
Bldg. 400 Hangar Lane  
PO Box 6550 Station Forces  
Cold Lake, Alberta T9M 2C6

**3. Delivery**

DND will attempt to provide as much notice as possible between a call-up and the delivery date, however there will be times during Exercises when the delivery of certain products is critical. Suppliers must be able to deliver at least 90% of an order within 1 week (7 days) from receiving a call-up. Back orders must be delivered within 2 weeks (14 days) of a call up.

**4. Product List and Estimated Usage**

All parts must be new, in packaging, and be Original Equipment Manufacturer (OEM) or equivalent. Equivalent products will only be accepted if the requested products are on back order or will not be available in time and the identified user has agreed in advance to the change.

**A. COLEMAN DUAL FUEL LANTERN:**

Item	Part Number	Description	Estimated Yearly Usage					
			Edmonton	Wainwright	Shilo	Suffield	Calgary	Cold Lake
1.	21A102	Mantles #21, Tie style, 2 pk	260	8	1000	5	8	5
2.	21B122	Instaclip Mantles #21, 2pk	100	5	15	5	8	5
3.	288B5341	Burner Assembly	50	2	50	5	8	5
4.	285-5891	Generator	250	13	100	5	7	5
5.	R21D046C	Globe	150	5	300	5	8	5
6.	220-4411	Ball Nut, 2 Pk	100	2	50	5	8	5
7.	3000000454	Filler Cap	50	1	100	5	8	5
8.	3000000455	Pump Repair Kit	50	5	150	5	10	5
9.	295-6571	Valve Assembly w/o Generator	50	2	100	5	10	5
10.	290A5101	Vent Assembly - Black	50	2	55	5	5	5
11.	288C1501	Valve Knob	50	2	55	5	5	5
12.	288A5401	Heat Shield and Frame BTM	50	2	55	5	5	5
13.	285A5151	Fount Assembly	50	2	55	5	4	5

14.	216-1091	Neoprene Pump Cup	50	2	75	5	5	5
15.	295-1641	Nut	50	2	75	5	10	5
16.	288-1251	U Clip	50	2	75	5	5	5
17.	200-6381	Check Valve & Air Stem	150	2	75	5	5	5
18.	118D6201	Valve Stem Packing	150	2	55	5	5	5
19.	530A5071	Pump Clip	150	2	75	5	5	5

**B. COLEMAN DUAL FUEL STOVE:**

Item	Part Number	Description	Estimated Yearly Usage					
			Edmonton	Wainwright	Shilo	Suffield	Calgary	Cold Lake
1.	3000000454	Filler Cap	250	2	5	5	5	5
2.	3000000455	Pump Repair Kit	50	5	220	5	5	5
3.	412-6561	Valve Assembly	120	2	160	5	5	5
4.	3000000479	Generator	150	7	150	5	5	5
5.	413D3461	Auxiliary Burner Assembly	30	2	55	5	5	5
6.	R413-149T	Knob & Screw	120	2	55	5	5	5
7.	425A5281	Manifold Assembly	150	2	55	5	5	5
8.	424-3151	Grate	60	2	55	5	5	5
9.	425B1651	Tank	55	2	75	5	5	5
10.	413B4971	Wind Baffle Support	100	2	70	5	5	5
11.	200-6381	Check Valve & Air Stem	120	2	75	5	5	5

**C. COLEMAN PEAK STOVE:**

Item	Part Number	Description	Estimated Yearly Usage					
			Edmonton	Wainwright	Shilo	Suffield	Calgary	Cold Lake
1.	533-5891	Generator	150	16	75	5	10	5
2.	400-3451	Burner Ring Set	100	2	75	5	5	5
3.	400-5401	Grate Assembly	60	2	75	5	5	5
4.	08A5571	Valve Assembly	130	2	75	5	5	5
5.	639-1091	Pump Clip	50	2	75	5	5	5
6.	400-5261	Burner Box	50	2	75	5	5	5
7.	400A1261	Generator Bracket	30	2	75	5	5	5
8.	400-0601	Screws	50	2	75	5	10	5
9.	508-7631	Carry Case	30	5	60	5	5	5

**ANNEX B  
BASIS OF PAYMENT**

- Unit prices must remain firm for the periods indicated and are FOB Destination.
- Firm unit price does not include applicable taxes, applicable taxes are extra and will be added as a separate line item on any resulting invoice.
- Estimated usages are for evaluation purposes only and do not constitute a guarantee of work required and will not form part of any resultant standing offer or call-up.

Item	Part Number	Total Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Unit Price Year 2 (C)	Unit Price Year 3 Option (D)	Unit Price Year 4 Option (E)	Extended Price (AxB) + (AxC) + (AxD) +(AxE)
<b>A. COLEMAN DUAL FUEL LANTERN</b>							
1.	21A102	1,286 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
2.	21B122	138 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
3.	288B5341	120 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
4.	285-5891	380 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
5.	R21D046C	473 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
6.	220-4411	170 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
7.	3000000454	169 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
8.	3000000455	225 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
9.	295-6571	172 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
10.	290A5101	122 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
11.	288C1501	122 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
12.	288A5401	122 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
13.	285A5151	121 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____

Item	Part Number	Total Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Unit Price Year 2 (C)	Unit Price Year 3 Option (D)	Unit Price Year 4 Option (E)	Extended Price (Ax B) + (Ax C) + (Ax D) + (Ax E)
14.	216-1091	142 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
15.	295-1641	147 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
16.	288-1251	142 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
17.	200-6381	242 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
18.	118D6201	222 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
19.	530A5071	242 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
<b>Total Offer Price for Above Parts</b>							<b>\$ _____</b>
<b>B.</b>	<b>COLEMAN DUAL FUEL STOVE</b>						
1.	3000000454	272 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
2.	3000000455	290 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
3.	412-6561	297 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
4.	3000000479	322 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
5.	413D3461	102 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
6.	R413-149T	192 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
7.	425A5281	222 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
8.	424-3151	132 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
9.	425B1651	147 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
10.	413B4971	187 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
11.	200-6381	212 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
<b>Total Offer Price for Above Parts</b>							<b>\$ _____</b>

Item	Part Number	Total Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Unit Price Year 2 (C)	Unit Price Year 3 Option (D)	Unit Price Year 4 Option (E)	Extended Price (AxB) + (AxC) + (AxD) + (AxE)
<b>C. COLEMAN PEAK STOVE</b>							
1.	533-5891	261 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
2.	400-3451	192 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
3.	400-5401	152 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
4.	08A5571	222 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
5.	639-1091	142 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
6.	400-5261	142 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
7.	400A1261	122 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
8.	400-0601	147 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
9.	508-7631	110 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____
<b>Total Offer Price for Above Parts</b>							\$ _____
<b>Total Evaluated Offer Price for All Parts</b>							\$ _____

**D. OTHER COLEMAN PARTS:**

Other Coleman parts not listed above will be provided at the Offeror's published price list less a discount of \_\_\_\_\_%

**ANNEX C  
STANDING OFFER USAGE REPORT**

**Quarterly Usage Report Schedule:**

<b>Period:</b>	<b>Report Due:</b>
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

<b>Supplier Name</b>	<b>Standing Offer Name</b>
<b>Standing Offer Number</b>	<b>Reporting Period</b>
<b>Standing Offer Authority</b>	Brent Peters

<b>Call-up Number</b>	<b>Dollar Value (Taxes included)</b>
<b>(A) Total Dollar Value Call-ups for this reporting period:</b>	
<b>(B) Accumulated Call-up totals to date:</b>	
<b>(A+B) Total Accumulated Call-ups</b>	

**NIL REPORT:** During the above reporting period there have been no call-ups issued against this Standing Offer ( ).

<b>PREPARED BY:</b>	
<b>NAME</b>	
<b>TELEPHONE NUMBER</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

Send Report to: [PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca) or fax to: (780) 497-3510.

**ANNEX D TO PART 3 OF THE REQUEST FOR STANDING OFFERS**  
**ELECTRONIC PAYMENT INSTRUMENTS**  
(Offeror to complete as applicable)

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).