



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7<sup>e</sup> étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

## REQUEST FOR PROPOSAL

## DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7<sup>e</sup> étage, suite 7300

Montréal

Québec

H5A 1L6

<b>Title - Sujet</b> Service for nuts and bolts and shel	
<b>Solicitation No. - N° de l'invitation</b> W1985-187418/A	<b>Date</b> 2018-07-11
<b>Client Reference No. - N° de référence du client</b> W1985-18-7418	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-309-14951	
<b>File No. - N° de dossier</b> MTA-7-40254 (309)	<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 2018-08-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Paradis, Mary	<b>Buyer Id - Id de l'acheteur</b> mta309
<b>Telephone No. - N° de téléphone</b> (514) 702-8173 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE COMMANDING OFFICER 202 WORKSHOP DEPOT 6769 NOTRE-DAME STREET EAST BUILDING 10 SUD, 6XT MONTREAL Québec H1V 3V9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> .	<b>Delivery Offered - Livraison proposée</b>
<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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Service for nuts and bolts and shelving. See Annex A attached - Statement of requirements.	W1985	W1985	1	lot	\$	XXXXXXXXXXXX		

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

#### 1.1.1 Security requirements

There are security requirements for this purchase.

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### Request for permission to visit for employees

Immediately following the award of the contract, the supplier will be obliged to obtain, without delay, visit clearance from ISS for each of its employees assigned to the contract.

A minimum lead time of 25 working days is required to obtain a visit clearance from ISS.

Without permits to visit, the supplier's employees will not have access to 202 Workshop, leaving the supplier liable for delays in delivery.

The form to Request permission to the facility at DND is available at the following link:

<http://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/visite-visit-eng.html#s4>

<http://www.tpsgc-pwgsc.gc.ca/esc-src/formulaires-forms/visite-visits-eng.html>

Once completed, please send it to our Industrial security department at the following address:

SSIVisites-.ISSVisits@tpsgc-pwgsc.gc.ca.

## **1.2 Statement of Requirement**

### **Requirement - Bid**

The requirement is detailed under Annex A – Statement of requirement.

## **1.3 Debriefings**

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

## **1.4 Trade Agreements**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27 ) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

#### **2.1.1 SACC Manual Clauses**

B1000T 2014-06-26 Condition of material – Bid

### **2.2 Submission of Bids**

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

### 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority **at least 15 days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **7 calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the **Province of Quebec**.

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

Canada requests that bidders provide their bid in separately bound sections as follows:

**Section I:** Technical Bid ( 2 hard copies)

**Section II:** Financial Bid

( 1 hard copy – Annex B- Basis of payment)

**AND**

(1 soft / electronic copy) – of Annex B1 (Complete list of types and quantities of nuts and bolts-Imperial) and Annexe B2 (Complete list of types and quantities of nuts and bolts –metric, (Excel documents).

Soft/ electronic copies to be sent to the following address:

[TPSGC.RQOCPRTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQOCPRTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca)

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

### **Section III: Certifications ( 2 hard copies)**

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

### **Section I: Technical Bid**

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

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Annex B - Basis of Payment, Annex B1 – (Basis of Payment, Complete list of types and quantities of nuts and bolts – Imperial ) and Annex B2 – (Basis of payment, Complete list of types and quantities of nuts and bolts – Metric).

#### **3.1.1 Electronic Payment of Invoices – Bid**

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

If the information below 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.

#### **ELECTRONIC PAYMENT INSTRUMENTS**

*The Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

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

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;

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

### 3.1.2 Exchange Rate Fluctuation

SACC Manual Clause C3011T 2013-11-06 Exchange Rate Fluctuation

## Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- a. Bidder must be able to perform the full scope of the work described in Annex A-Statement of requirement.
- b. Conformity to the preselected mandatory technical criteria which are included in Annex 'D' – Mandatory and technical evaluation criteria.
- c. Acceptance of terms and conditions as mentioned in the bid solicitation.

##### 4.1.1.2 Evaluation method for the mandatory technical criteria

- a. At the bid closing date, bids will be evaluated on the preselected mandatory technical criteria at Annex 'D'.

Note: The evaluation of all the criteria at Annex 'D' will be done on a pass /fail basis.

- b. In order to explain and demonstrate how the supplier meets the requirements of the bid, the suppliers must attach to their bid all the information required of the products being offered.
- c. Canada will only evaluate the documents that are sent along with the bids submitted by the supplier.
- d. Canada will not evaluate information such as references to a web site address where supplementary information can be found.



Note 1:

To be considered, all these criteria have to be respected in order to facilitate evaluation of the next steps.

IN THE ABSENCE OF THIS INFORMATION, THE PROPOSAL WILL BE REJECTED.

Note 2:

Only those proposals that meet all the mandatory technical criteria in the table at Annexe D will be subject to further evaluation, which is the financial evaluation.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1. Mandatory financial criteria

- a. Compliance with the methods for setting the proposed prices;
- b. Firm prices must be provided for all items listed on Annex 'B' – Basis of payment ,and Annex "B1"- Complete list of types and quantities of nuts and bolts – Imperial and Annex "B2" – Complete list of types and quantities of nuts and bolts – Metric.

##### 1. Storage Material

The Bidder must be able to provide all the storage material (see Annex "B"). A price must be indicated for each item listed at Annex "B" - Basis of Payment. **100%** of this item must be supplied to qualify in the bidding process. This applies to each year of the contract.

**PROPOSALS THAT DO NOT MEET THESE REQUIREMENTS WILL BE REJECTED.**

##### 2. Parts

###### a. Catalogue(s)

For each proposed part, the prices must be easily identifiable in the Bidder's catalogue or in a separate price list. Only parts with a firm price will be considered for this requirement. The discount percentage indicated will apply to the catalogue prices (or price list) for each contract year.

###### b. Checklist of parts

Suppliers must be able to provide a minimum of 80% of the parts listed on each of the checklist of parts to qualify for the bidding process. This applies to each year of the contract.

**PROPOSALS THAT DO NOT MEET THESE REQUIREMENTS WILL BE REJECTED**

For evaluation purposes, a checklist of parts was prepared. The checklist of Annex "B1" and Annex "B2", must be completed by Bidders and submitted with their bid. Parts entered in the checklist must be in the catalogues. For every part listed, bidders must insert the prices entered from their catalogue(s) in the appropriate column. The applicable discount percentage must be entered in the box for that purpose, for each contractual year. The applicable price for each part will then be calculated automatically, as follows:

Catalogue price - discount = applicable price

**Note:** All bidders must offer prices on a minimum of 80% of the items indicated on each the 'Check list of parts', Annex B1 (228 items) and annex B2 (218 items). For financial evaluation purposes, any item with no price indicated will be given the highest price offered by a supplier for that item.

**PROPOSALS THAT DO NOT MEET THESE REQUIREMENTS WILL BE REJECTED.**

SACC Manual Clause [A0220T](#) 2014-05-26 Evaluation of Price – Bid  
SACC Manual Clause [A0222T](#) 2014-06-26 Evaluation of Price – Canadian /Foreign bidders

4.1.3 Price evaluation

The prices at Annex 'B' – Basis of payment will be evaluated as follows:

**1. STORAGE MATERIAL – FIRM PORTION (For lease )**

The total evaluated price for the storage material will be calculated by multiplying the monthly payment for a storage unit by the quantity required for the consumption point. The total of monthly payments for all storage units will be multiplied by thirty six (36) months.

**Example: \***

	<b>BIDDER 1</b>	<b>BIDDER 2</b>
Total monthly payments (storage material )	\$4,000.00	\$2,000.00
Number of contract months	X 36 months	X 36 months
<b>TOTAL:</b>	<b>\$144,000.00</b>	<b>\$72,000.00</b>

\* The amounts listed in the table above are **fictitious** and are provided **for example purposes only**.

**2. PARTS- UPON DEMAND PORTION**

Only parts that are included in the checklist of parts (see Annex "B1" and Annex "B2") and provided by all of the responsive bidders will be evaluated. The prices of parts will be evaluated as follows:

Catalogue price - discount = evaluated price for a part

The total evaluated price for parts is calculated by adding the prices of all the parts evaluated over the three year period, while taking into account the percentage discount indicated in Annex "B1" and Annex "B2".

**Example:\***

	<b>BIDDER 1</b>	<b>BIDDER 2</b>
Total evaluated per year (Parts only )		
2018-2019	\$100.00	\$100.00
2019-2020	\$100.00	\$103.00
2020-2021	\$100.00	\$106.09
<b>Total:</b>	<b>\$300.00</b>	<b>\$309.09</b>

\*The amounts listed in the table above are **fictitious** and are provided for **example purposes only**.

### 3. THE TOTAL EVALUATION AMOUNT

The bid price will be calculated by establishing the total evaluation amount. This amount will be calculated by prorating the percentage of the use of storage material and parts in the following manner:

Storage material: 20%

Parts: 80%

Storage equipment

The total evaluated price for the storage equipment will be added to the total evaluation amount of the parts.

Parts

The percentage (%) use of the forecast monetary value (We forecast \$900,000.00 for three (3) years to purchase storage equipment + parts) will be divided by the lowest \* 'total price for parts on an \*aggregate basis' received from all the Bidders in this competition, then multiplied by the total price of each of the other bidders being evaluated.

\* Definition of 'total price for parts on an aggregate basis':

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The 'total price for parts on an aggregate basis' is calculated by adding the prices of all the parts evaluated over the three year period.

For financial evaluation purposes, any item with no price indicated will be given the highest price offered by a supplier for that item.

Option to purchase

Any additional amount to purchase the storage equipment, in addition to the monthly payments for 3 years, will be added to the total evaluation amount.

The total evaluation amount to determine the winning bidder will be calculated in the following manner:

Example:\*

	A	B	C	D	E	F	G	H	I
Number	Description	% use	% use of \$900,000.00 / 3 years	Bidder 1				Bidder 2	
1	Storage equipment	20%	\$180,000.00				\$144,000.00		\$72,000.00
				Price 'Total— price for parts on an aggregate basis'	% use of \$900,000.00 /3 years divided by the: Price – 'Total – lowest price on an aggregate basis for parts' = No. of orders E = (C/D)	Price Total parts	Evaluation amount  G=( E x F )	Price Total parts	Evaluation amount  I=(E X H )
2	Parts	80%	\$720,000.00	\$300.00	2400	\$300.00	\$720,000.00	\$309.09	\$741,816.00
	<b>TOTAL:</b>	100%	\$900,000.00				\$864,000.00		\$813,816.00

3	Option to Purchase storage equipment (See option to purchase clause)						\$1,200.00		\$1,500.00
	<b>GRAND TOTAL:</b>						\$865,200.00		\$815,316.00

The contract award recommendation will be based on the lowest overall responsive bid. In the above example, Bidder 2 would be recommended for contract award.

\* The amounts listed in the table above are **fictitious** and are provided **for example purposes only.**

## 4.2 Basis of Selection

Basis of Selection - Mandatory Technical Criteria

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) 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 Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and

submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1. The following security requirements (SRCL and related clauses provided by the Contract Security program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex E;
  - b. Industrial Security Manual (Latest Edition).

## 6.2 Statement of Requirement

### Requirement – Contract

The Contractor must provide the items detailed under the "Statement of Requirement" at Annex "A".

### 6.2.1 Option to purchase

The contractor grants to Canada the option to purchase any or all of the leased products (the shelving equipment) at any time during the rental period of the 3 year contract. In this event, 100 percent of the rental paid will be credited at the time of purchase up to a maximum of 100 percent of the lot purchase price detailed below for the applicable item.

Canada may exercise this option at any time by sending a written notice to the contractor at least **30 calendar days** before the contract expiry date. The option may only be exercised by the Contracting authority, and will be evidenced for administrative purposes only, through a contract amendment.

Purchase price: Item: Shelving equipment:  
\$ \_\_\_\_\_/lot

## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

## 6.4 Term of Contract

### 6.4.1 Period of the contract

The period of the Contract is for 3 years from the date of the award of the contract, inclusively.

### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: MARY PARADIS  
Title: Acting, Supply specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Directorate: Québec region  
Address: 800 rue de la Gauchetière, ouest  
Place Bonaventure  
South West Portal  
7<sup>th</sup> Floor, Suite 7300  
Montreal, Québec

Telephone: 514-702-8173  
Facsimile: 514-496-3822  
E-mail address: mary.paradis@pwgsc.gc.ca

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

### 6.5.2 Technical Authority

The Technical Authority for the Contract is: *(Will be announced at the contract phase)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### 6.5.4 Contact at customer department:

For all information related to invoicing and /or payments you may communicate with:  
(To be completed by Canada at the award phase of the contract)

Customer department: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Payment

#### 6.6.1 Basis of Payment – Storage equipment (Firm portion) and Parts (Upon request)

Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (The amount will be inserted at contract award). 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.

**Note:**

For the consumption points-, parts will be ordered only after installation of the storage equipment has been completed and the parts inventory have been re-filled by the Contractor

#### 6.6.2 Method of payment

- A. Storage equipment – Firm portion (on lease )
- B. Parts (Upon request)

##### A. Storage equipment – Firm portion (on lease)

##### Monthly firm rates

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

For the consumption point, monthly payments will begin only after the storage equipment has been fully installed and the parts inventory has been re-filled by the Contractor. The monthly payment for the first month will be prorated to the remaining number of days after the installation has been completed at the consumption point, on the basis of the following calculation:



Monthly payment / number of days in the installation month x number of remaining days starting on the day after installation is completed (including transfer of parts).

Example:\*

- Contract starting January 1, 2018.
- Installation of storage equipment and transfer of completed parts completed on January 18.  
(Note: There are 13 days remaining towards the month).
- Monthly rental price for all storage material = \$100.00.

Calculation of the first month of payment:

$$\$100.00 / 31 \times 13 = \$41.92$$

In this example, the price for the first month would be \$41.92 and subsequent months would be \$100.00 each.

\* Note that these data are **fictitious** and are provided for **example purposes only**.

## B. Parts (Upon request )

### 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

Note:

For the consumption points, parts will be ordered only after installation of the storage equipment has been completed and the parts inventory has been re-filled by the contractor.

### 6.6.3 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ ..... (*This amount will be completed by Canada at the contract phase*) Customs duties are included and Applicable Taxes are included.
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% committed, or
  - b. four 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.

#### 6.6.4 SACC Manual Clauses

C2000C 2007-11-30 Taxes –foreign-based Contractor  
C2605C 2008-05-12 Canadian Customs Duties and Sales Tax – foreign-based contractor

#### 6.6.5 Electronic Payment of Invoices – Contract

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

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

#### 6.7 Invoicing Instructions

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

#### 6.8 Certifications and Additional Information

##### 6.8.1 Compliance

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

#### 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the \_\_\_\_\_ (*The name of the province or territory as specified by the Bidder in its bid, if applicable will be inserted here*).

#### 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04);
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of payment; Annex B1 (Complete list of types and quantities of nuts and bolts- Imperial) and Annex B2 (Complete list of types and quantities of nuts and bolts –metric);
- (e) Annex E, Security requirement check list;
- (f) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_ **or** as amended on \_\_\_\_\_.

#### 6.11 SACC Manual Clauses

B7500C 2006-06-16 Excess goods  
G1005C 2016-01-28 Insurance – No specific requirement  
A9068C 2010-01-11 Government site regulation  
A2000C 2006-06-16 Foreign Nationals (Canadian Contractor)  
A2001C 2006-06-16 Foreign Nationals (Foreign Contractor)

#### 6.12 Transport costs

The contractor must ship the goods prepaid via \_\_\_\_\_ (*insert the method of transportation*) including all delivery charges to (*The Department of National Defence, 6769 Notre Dame East, Building no. 10, Montreal, P.Q.*) . Prepaid Transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

#### 6.13 Shipping Instructions

Shipping Instructions – Delivery at destination

Goods must be consigned to the destination specified in the Contract and delivered:  
Delivered Duty Paid (DDP) to (*The Department of National Defence, 6769 Notre Dame East, Building no. 10, Montreal, P.Q.*).  
Incoterms 2000 for shipments from a commercial contractor.

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## **ANNEX "A" -STATEMENT OF REQUIREMENT**

### **The purchase and delivery of nuts, bolts and shelving**

#### **1.0 SCOPE**

##### **1.1 OBJECTIVE**

The 202 Workshop Depot wishes to acquire, upon request , nuts and bolts as well as delivery and stocking services, in order to ensure a constant supply of this product to building 3 (see plan provided) between columns C14 and C15. Shelving for the nuts and bolts must also be provided. The complete lists of products and amounts required are included and enclosed in Annexes B1 and B2. These lists maybe adjusted at any time by the representative/technical authority of the Department of National Defence (DND) to meet their needs.

##### **1.2 BACKGROUND**

The 202 Workshop Depot (202WD) is a Canadian Armed Forces repair unit that offers maintenance services. The unit's mandate is to ensure the repair and reconditioning of all Canadian Armed Forces (CAF) ground equipment as well as other equipment.

#### **2.0 REQUIREMENT**

##### **Technical specifications**

The supply and delivery of the nuts and bolts and the shelving must meet following mandatory technical specifications:

##### Shelving details:

We require 8 shelving units, with the following features:

Height 40-45 inches  
Width 30-35 inches  
Depth 10-12 inches

Number of compartments necessary in total: 450  
Number of compartments per unit: 65-75  
Capacity per unit (pounds): up to 400 lbs

##### Other defining features:

- The material must be steel
- The finish must be in powder coating
- The colour is blue.
- It must be able to be anchored in the floor
- It must be able to be labelled with the identification of every product
- Compartments will not have doors
- Compartments cannot be removed from the main set of shelves

The supplier must guarantee and certify the quality of all the products in accordance with SAE, ASTM and /or ISO standards in order to eliminate any counterfeit products or products that do not meet these standards.

The supplier must, if requested by DND, be able to provide a document describing their quality standards and their quality control methods concerning their products.

### **Procedures:**

The supplier will visit the technical authority once per week with another optional visit, if deemed necessary by technical authority. This will be to verify available materials, propose amounts to order in order to maintain optimal stock levels, deliver material, and to stock materials in their respective shelving units. They shall not proceed with an order nor with delivery without the authorization of the technical authority. They must also provide a cost estimate prior to delivery.

Delivery and stocking must always take place in the presence of the technical authority during the regular working hours of the technical authority.

The supplier must clearly identify and label all the shelving in a logical manner in order to facilitate restocking.

The quantity of each product must not exceed the maximum as set by the technical authority. If the quantity is below the minimum set by the technical authority, the supplier must replenish the product up to the maximum quantity within the next week.

If there is a product that is unavailable, the supplier must contact the technical authority to look for a solution. They shall not change the product without the consent of the technical authority.

If a product is not available, the supplier must notify the technical authority immediately. All orders previously made for this product will be cancelled. The supplier must notify the technical authority as soon as possible when the product is available. At this time, a new order will be made.

A consumption report will be provided by the supplier to the technical authority each week. This timeline can be changed at any time during the contract by DND.

### **Equipment return**

In the case the equipment must be returned, the information below must be provided to obtain authorization: product description, reason and quantity. After authorization, the product to be returned can be given to a representative of the supplier during one of the regular visits.

Returns are not authorized in the following cases:

1. The products were made or modified specifically for the technical authority.
2. The products have been modified or used.

If the return is due to supplier error, they must accept the return and the contractual authority will be credited with the total value of the product.

If the return is due to an error made by the technical authority, the supplier must accept the return and the contractual authority will be credited as follows:

1. 100% of the purchase price up to 2 months after delivery.
2. 80% of the purchase price between 2 and 6 months after delivery.
3. 50% of the purchase price between 6 and 12 months after delivery.

Credit will be applied to the following order, or the amount will be reimbursed if it cannot be applied.

### **Storage material**

The supplier must install shelving to go with the nuts and bolts in the area indicated by the technical authority. The supplier will have a period of one month to install the shelving and transition products, inventory and equipment that are currently in place. All shelving installed by the supplier must be new. Shelving will become the property of DND after the expiration of the contract.

### **Invoicing**

An invoice must be produced monthly. An account statement will also be produced every 3 months.

If at any time the material delivered exceeds the quantity ordered by the technical authority, the material will immediately be returned to the supplier without additional fees to the contractual authority. Instead of credit given to the contractual authority as stated above, the supplier will produce a new, corrected invoice corresponding to the actual quantities ordered.

#### DELIVERY ADDRESS

Building 3  
202 Workshop Depot  
Department of National Defence  
6769 Notre-Dame Est, CP 4000, Succ K  
Montréal, Québec  
H1N 3R9

## ANNEX "B" - BASIS OF PAYMENT

### Notes to suppliers:

1. The purchase and delivery of the purchase and delivery of nuts, bolts and shelving. For full description details consult Annex 'A' - Statement of Requirement.
2. Firm prices are required for all items in the tables 1 and 2 below. **Table no. 1-** Storage material (Firm Portion) and **Table no. 2** (A. Parts -Upon demand - Variable Portion, B. Complete list of types and quantities of nuts and bolts – Imperial (Annex B1) and Complete list of types and quantities of nuts and bolts – Metric (Annex B2)).
3. The applicable taxes are all extra to the prices on the table below.

**TABLE NO. 1: STORAGE MATERIAL (FIRM PORTION)**

ITEM No.	QUANTITY	DESCRIPTION	FIRM MONTHLY RATES (FOR LEASE )	TOTAL
1	8	Shelving equipment (As mentioned in Annex A- Statement of requirement ) Pricing to include delivery and installation.	\$ _____/month/Shelf	\$ _____
			<b>GRAND TOTAL:</b>	\$ _____

Purchase price at the end of the contract (After 3 years): Shelving equipment:  
\$ \_\_\_\_\_/lot

**TABLE NO. 2: PARTS (UPON DEMAND - VARIABLE PORTION )**

- A. Catalogues,  
B. Complete list of types and quantities of nuts and bolts – Imperial (Annexe B1)and Complete list of types and quantities of nuts and bolts – Imperial (Annexe B2) .

### A. CATALOGUES

The Bidder must insert a single discount percentage applicable to the entire catalogue (or price list) for each contract year.

The following discounts apply to the firm prices indicated in the parts catalogue(s) or price list(s) submitted by the contractor before the invitation closing date and time.

Catalogue price - discount = applicable price

**\*Note: The applicable price will be the price in effect at the time of the order.**

Only parts that are entered in the catalogue(s) submitted with the contractor's bid and which include a firm price will be deemed to be available under this contract. Any catalogue submitted with the contractor's bid will be used as a reference for setting prices and will be part of this document.

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YEAR		APPLICABLE DISCOUNT
1	2018-2019	Firm unit prices indicated in the catalogue(s) or price list: Less a discount of: _____ %
2	2019-2020	Firm unit prices indicated in the catalogue(s) or price list: Less a discount of: _____ %
3	2020-2021	Firm unit prices indicated in the catalogue(s) or price list: Less a discount of: _____ %



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**B.**

**ANNEX "B1" -BASIS OF PAYMENT**

**COMPLETE LIST OF TYPES AND QUANTITIES OF NUTS AND BOLTS - IMPERIAL**

(An Excel Sheet has been produced in an electronic format and included in this Request for proposal)

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## **ANNEX "B2"- BASIS OF PAYMENT**

### **COMPLETE LIST OF TYPES AND QUANTITIES OF NUTS AND BOLTS -METRIC**

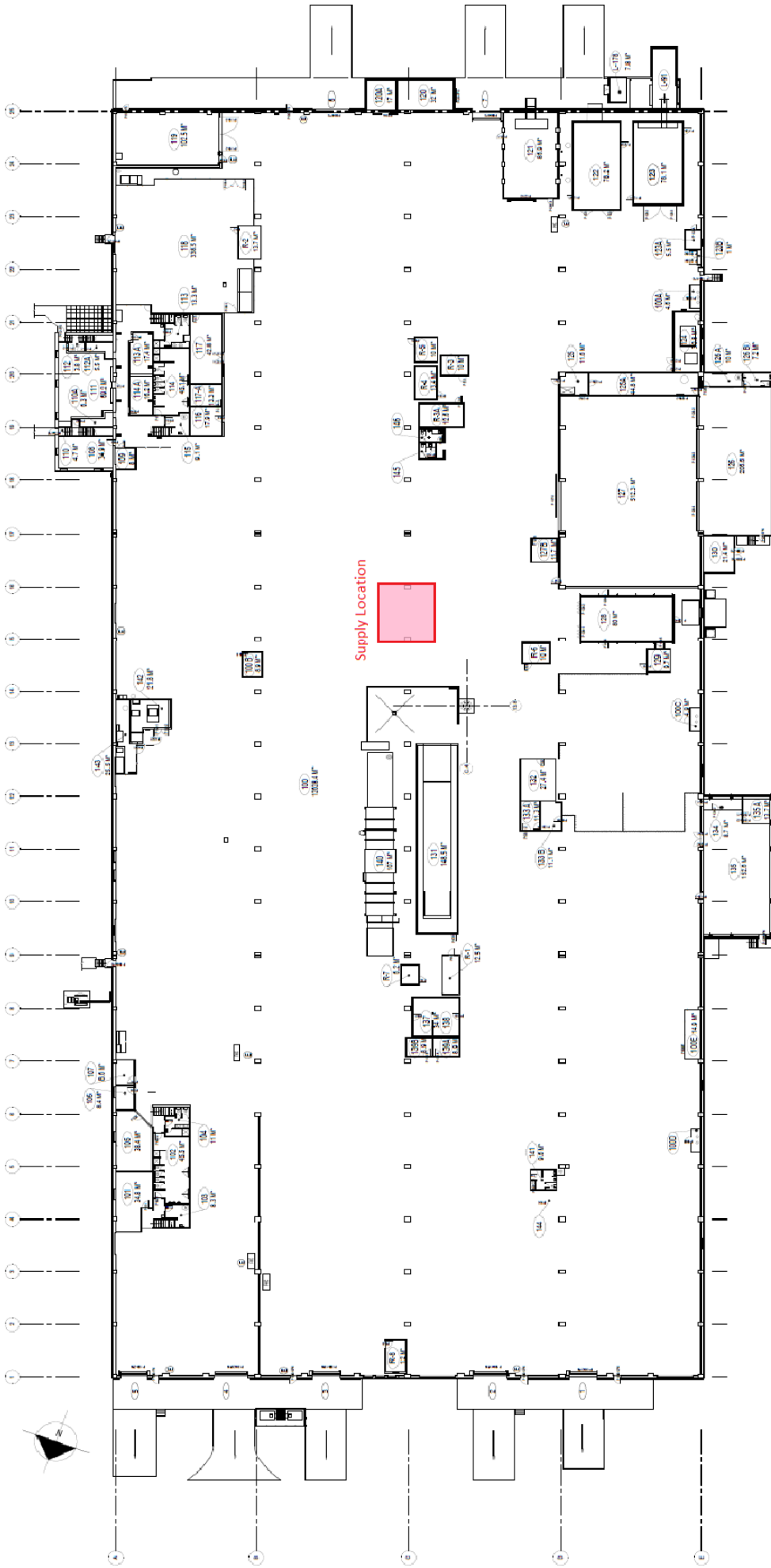
(An Excel Sheet has been produced in an electronic format and included in this Request for proposal)

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## ANNEX "C" -SUPPLY LOCATION, BUILDING 3, 202 WORKSHOP



Building 3, 202 Workshop Depot

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## ANNEX "D" -MANDATORY AND TECHNICAL EVALUATION CRITERIA

The information that figures in the table below must be duly completed and submitted **at the closing date and hour of the solicitation**.

The proposals must cover all the subjects indicated in these tables in order to be considered.

In order to explain and demonstrate how the supplier meets the requirements of the bid, the suppliers must attach to their bid information required of the products being offered.

Canada will only evaluate the documents that are sent along with the bids submitted by the supplier.

Canada will not evaluate information such as references to a web site address where supplementary information can be found.

Only those proposals that meet all the mandatory technical criteria in the table below will be subject to further evaluation which is the financial evaluation.

**The proposals that fail to meet all these conditions will be rejected.**

\*\*\*\*\*

### MANDATORY TECHNICAL SPECIFICATIONS

THE FOLLOWING MANDATORY TECHNICAL CRITERIA MUST BE MET AT A MINIMUM.



Item no.	Description
<b>Mandatory Technical specifications</b>	
1. a	<u>Storage material</u> The Bidder must provide documentation demonstrating the proposed equipment. (photos, sketches, illustrations , etc )
1. b	The Bidder must be able to provide <b>100%</b> of the storage material described at Annex A.
2. a	<u>Parts</u> The Bidder must submit <b>one (1) copy of the catalogue(s)</b> including all the proposed parts related to this Request for Proposal (RFP), <b>no later than the date and time indicated on page 1 of the RFP</b> . The catalogue(s) must be submitted in paper format (one (1) copy) or in electronic format (one (1) copy) on a CD/DVD or USB key, in Excel or PDF.
2. b	The Bidder must complete the parts list at Annex B1 and Annex B2 and be able to provide a minimum of <b>80%</b> of the parts listed therein for each contractual year.

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## ANNEX " E " SECURITY REQUIREMENT CHECK LIST

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SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)				
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE				
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DÉFENSE NATIONALE			2. Branch or Directorate / Direction générale ou Direction 202 DÉPOT D'ATELIER	
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Projet de Boulonnerie, l'entrepreneur doit venir sur les lieux 1 fois par semaine pour remplir la boulonnerie				
5. a) Will the supplier require access to Controlled Goods? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui				
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui				
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Specify the level of access using the chart in Question 7. c) Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> Non <input checked="" type="checkbox"/> Oui				
6. c) Is this a commercial courier or delivery requirement with no overnight storage? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui				
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
No release restrictions / Restrictions relatives à la diffusion		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions / Restrictions relatives à la diffusion <input type="checkbox"/>
Aucune restriction relative à la diffusion <input type="checkbox"/>				Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information				
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO SECRET / NATO SECRET <input type="checkbox"/>		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>				TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
TBS/SCT 380-103(2004/12)				
Security Classification / Classification de sécurité				
				

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<b>PART A (continued) / PARTIE A (suite)</b>			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :			
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux :			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
10. c) Will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>			
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
<b>PRODUCTION</b>			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			

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Solicitation No. - N° de l'invitation  
W1985-187418/A  
Client Ref. No. - N° de réf. du client  
W1985-187418

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA 7-40254

Buyer ID - Id de l'acheteur  
MTA309  
CCC No./N° CCC - FMS No./N° VME



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat  
W1985-187418

Security Classification / Classification de sécurité  
FIABILITÉ

**PART C - (continued) / PARTIE C - (suite)**

If or users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMINT TRÉS SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET
Information / Assets Reconnaisements / Biens Production														
IT Media / Support TI														
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description des travaux visés par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).