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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

Annexes Refer to Table of Contents.

1.2 Summary

The Department of National Defence (DND) was a requirement for the supply and maintenance of Ready-Use material inventories held within the identified areas at both Fleet Maintenance Facility Cape Breton (Victoria, British Columbia), and Fleet Maintenance Facility Cape Scott (Halifax, Nova Scotia).

"Ready-Use" material is defined as low value, high volume, non-tracked goods that are receipted, stored and issued as consumable (pre-expended) items.

Canada intends to issue a maximum of two standing offers for a THREE (3) year term with options for up to TWO (2) additional ONE (1) year terms.

1.2.1 Optional Site Visits

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at:

- FMF Cape Breton on **August 22 2018**. The site visit will begin at 1000 hrs PST.

- **FMF Cape Scott: Arrangements have been made for the site visit to be held on August 29 2018. The site visit will begin at 1000 AST.**

Bidders must communicate with the Contracting Authority no later than **August 10 2018** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.2.2 Trade Agreements

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 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

2.2 Submission of Offers

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

Bid Receiving Public Works and Government Services Canada
Pacific Region
401-1230 Government Street
Victoria, BC
V8V 3X4

TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca - Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Bid Facsimile number:
(250) 363-3344

2.2.1 SACC Manual Clauses

SACC Manual Clause [M0019T](#) (2007-05-25) Firm Prices and/or Rates

SACC Manual Clause [M1004T](#) (2016-01-28) Condition of Material - Offer

2.3 Enquiries - Request for Standing Offers

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section IV: Additional Information

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

Section I: Technical Offer (1 hard copies) and (1 soft copy) on CD, DVD, or USB key.

Section II: Financial Offer (1 hard copies) and (1 soft copy) on CD, DVD, or USB key.

Section III: Certifications (1 hard copies) and (1 soft copy) on CD, DVD, or USB key.

Section IV: Additional Information (1 hard copies) and (1 soft copy) on CD, DVD, or USB key.

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.

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 – Material List and Basis of Payment. The total amount of goods and services tax must be shown separately, if applicable.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.2 Mandatory Technical Criteria

The Offeror must offer to supply the requirements in accordance with Annex A – Statement of Requirement, and Annex B – Materials List and Basis of Payment.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Offer

A separate financial evaluation will be performed for each location. Bidders may submit pricing for one or both locations.

The rows in spreadsheet must not be altered in any way as they are used to order and identify individual items. Failure to comply will render the bid non-responsive.

The Offeror must provide a financial offer in accordance with the Basis of Payment instructions in Part 3.

The Offeror must be able to supply and submit pricing for a minimum of 90% of the specified items in each Group in Annex B worksheet in order to be considered responsive.

FMF Cape Breton

Building 250

- Trades Service Center #1
- Trades Service Center #2
- Trades Service Center #3
- Trades Service Center #4
- Mechanical Work Center
- Plant Maintenance Work Center
- Tool & Die Area (Machine Shop)

Building 252

- Trades Service Center #5

FMF Cape Scott

Building D200 Trades Service Centres

- Area A
- Area B
- Area C
- Area D
- Area F (future Trades Service Centre)

Building 247

- D247 Trades Service Centre 3rd floor

Building D108

- D108R
- D108PM

Building D53

- D53 Trades Service Centre

Building D166

- D166 Trades Service Centre

Building D174

- D174 Trades Service Centre

4.1.2.2 Specified items that are not individually priced will be given the following values for evaluation purposes only:

- The greater of \$1.00 or the highest price proposed by that item for any vendor

Consistent pricing: an Offeror that has the same item listed in multiple categories must have a consistent price across each of those categories. Any discrepancies that are noted to this will have the higher price utilized on all annexes for evaluation purposes.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

An aggregate price of all specified items in Annex B for ALL YEARS will be utilized for evaluation purposes (including non-priced items as per 4.1.2.2 above). This combined aggregate price will be assigned a weighting of 80%.

In Annex B, items listed under section 2 will also be utilized for evaluation purposes. An estimated usage value of \$20,000 ANNUALLY for "non-specified optional" items applied against the identified percentage discount will determine a dollar value. This dollar value will be assigned a weighting of 20%.

The lowest priced/highest percentage bids will be awarded full percentage points, and the subsequent bids prorated accordingly.

The responsive offer with the lowest evaluated price point will be recommended for issuance of a standing offer for that location. Canada intends to issue up to TWO (2) standing offers.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;

- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
 3. For additional information on security requirements, offerors 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.

6.2 Financial Capability

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

6.3 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

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, attached at Annex C;
- b. Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex F – Reporting Requirements.

If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Standing Offer issuance for a period of THREE (3) years (dates to be provided upon standing offer issuance).

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to TWO (2) additional ONE (1) year periods (dates to be provided on Standing Offer award), under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority THIRTY (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

7.4.4 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Laura Muller
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1230 Government St., Victoria, BC, V8W 3X4

Telephone: 250-217-4446
E-mail address: laura.muller@pwgsc.gc.ca

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

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative

Name:
Title:
Organization:
Address:
Telephone:
E-mail address:

7.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: FMF Cape Breton and FMF Cape Scott.

7.7 Call-Up Procedures

The Identified Users shall review the requirements on a bi-weekly basis with the Offeror who will respond in accordance with the pricing provision of the Standing Offer.

7.8 Call-up Instrument

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

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.

- Form PWGSC-TPSGC 942- Call-up Against a Standing Offer (or equivalent).

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000 (Applicable Taxes included). Any call-up to be issued in excess of that limit must be authorized by the Standing Offer Authority before issuance.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the 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, Statement of Requirement
- f) Annex B Materials List and Basis of Payment;
- g) Annex C Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ (*insert date of offer*).

7.11 Certifications and Additional Information

7.11.1 Compliance

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

7.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Payment

7.4.1 Basis of Payment – Firm Unit Prices

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

7.4.2 SACC Manual Clause

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

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

7.4.5 Electronic Payment of Invoices – Call-up

(If applicable, to be inserted at issuance of Standing Offer)

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);

7.5 Invoicing Instructions

7.5.1 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.

7.5.2. 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.

7.5.3 Ready Use shall be billed on a consolidated MONTHLY invoice. Invoices shall be issued to the Contracts office that issued the call-up. The preferred method of payment is Acquisition Card.

Invoice will be compared to the Delivery/Stocking Slips will be process with an Acquisition Card Purchase order.

Invoice must reflect:

- Invoice Date
- Call-up Number
- Consignees name and address
- Period Covered
- Trades Service Centre
- Delivery Slip Numbers
- Itemized costing of individual items per delivery slips
- Total aggregate cost of all delivery slips.

7.6 Insurance – Specific Requirements

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

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

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

7.7 Shipping Instructions – Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- Incoterms 2000 "DDP Delivered Duty Paid" (Victoria BC) for shipments from a commercial supplier.
- Incoterms 2000 "DDP Delivered Duty Paid" (Halifax, NS) for shipments from a commercial supplier.

7.8 Canadian Forces Site Regulations

SACC Manual Clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

7.9 Option to Purchase – Optional Vending Machine Solution

The Contractor grants to Canada the option to purchase any or all of the leased products at any time during the rental period. In this event, _____ percent of the rental paid will be credited at the time of purchase up to a maximum of _____ percent of the unit 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 THIRTY (30) calendar days before the Contract expiry date. The option may only be exercised by the

Solicitation No. - N° de l'invitation
W3555-189306/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
VIC254
CCC No./N° CCC - FMS No./N° VME

Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Unit Purchase Price: Item _____ \$ _____

ANNEX A – STATEMENT OF REQUIREMENT

1.0 Summary

The Offeror must supply and maintain Ready-Use material inventories held within the identified areas at both Fleet Maintenance Facility Cape Breton (FMFCB) and Cape Scott (FMFCS). Throughout this SOR both locations will be collectively referred to as FMF.

2.0 Background

FMF is an organization within the Department of National Defence (DND) that is responsible for the repair, maintenance, and engineering of the Royal Canadian Navy (RCN) that operates out of both Canadian Forces Base (CFB) Esquimalt, British Columbia and Canadian Forces Base (CFB) Halifax, Nova Scotia.

The material management concept of operations in FMF Consolidated Facility has been established to ensure timely provision of tools/materials to Trades Personnel. A Central Storage Facility (CSF) and Trade Service Centres (TSCs) have been established to provide tools/equipment and inventory management, and adjoining Ready-Use rooms are in place to manage the Work Centre specific 'Ready-Use' requirements.

"Ready-Use" material is defined as low value, high volume, non-tracked goods that are receipted, stored and issued as consumable (pre-expended) items.

3.0 Material Service Requirements

The Offeror is required to maintain ready-use inventory at the indicated min/max levels as per the Annex B – Material List and Basis of Payment. The Offeror must provide a qualified representative to come onsite to review levels and stock the ready-use bins within each defined area on a weekly basis.

The Offeror must ensure that at all times a minimum of two qualified personnel are cleared in accordance with the specified security requirements. It is incumbent upon the Offeror to notify the Technical Authority or Project Authority of any changes to personnel and to initiate the security clearance process accordingly.

3.1 Material List

Provide ready-use material as specified in the attached Annex B – Material List and Basis of Payment.

3.2 Quantities (Minimum /Maximum)

All items must be stocked to the maximum stock quantities as per minimum/maximum levels identified in Annex B.

The maximum stock quantities specified must not be exceeded unless an increase has been approved as per item 3.4 below.

3.3 Adding / Deleting Material

Material may be added to or deleted from the Annex B material list as requested by the FMF Technical Authority or Project Authority and approved by the Standing Offer Authority at Public Service and Procurement Canada (PSPC).

Canada retains the right to make changes to the areas to be serviced. The Offeror will receive a minimum of two weeks' notice for changes that may take place.

3.4 Increases/ Decreases

FMF may request from time to time increases or decreases to the minimum or maximum stock quantities. Increases and/or decreases to the minimum or maximum stock quantities must be submitted from the FMF Technical Authority or Project Authority to the PSPC Standing Offer Authority for issuance of a formal revision to the standing offer.

3.5 Urgent Replenishment

The Offeror must be capable of urgent replenishment within three (3) business days. All urgent replenishment requests must be submitted to the Offeror in writing by the FMF Technical Authority or Project Authority.

3.6 Substitution Allowances

There must be no substitutions of items listed in Annex B unless specified in formal revision to the standing offer issued by the PSPC Standing Offer Authority.

3.7 Defective/Damaged Material

All defective/damaged material must be replaced by the Offeror within ONE (1) week of notification of defect. A written statement of defect shall be provided to the Offeror by the FMF Technical Authority.

3.8 Storage Bins

The Offeror must stock and maintain ready-use material in FMF-provided storage bins.

4.0 Service Requirements

4.1 Cleanliness

The Offeror must remove all packing and cardboard boxes from the premises after each delivery.

4.2 Inspection Requirements

The Offeror is responsible for ensuring that all material and services provided conform to the contract requirements. FMF will verify all deliveries provided by the Offeror. The Offeror will be provided a written report of findings and be requested to review and resolve discrepancies, to the satisfaction of the Technical Authority or Project Authority.

4.3 Schedule

A schedule of weekly delivery stocking dates and times is to be mutually agreed upon by the FMF Technical Authority and the Offeror. All work is to be completed during a normal work week (Monday through Friday, excluding statutory holidays) and business hours (8:00 a.m. to 16:00 p.m.).

The Offeror must sign all packing slips and the Trade Service Centre (TSC) personnel will verify all stock replenishment. The Offeror must leave two copies with the TSC personnel.

4.4 Identification and Labeling of storage bins and shelf locations

The Offeror is responsible for the identification and labeling of all storage bins and shelf locations complete with max/min levels as identified in the Annex B material list and specified by the FMF Technical Authority.

The Offeror is also responsible to maintain and post an up-to-date hardcopy product list complete with bin locations for each stocking location.

4.5 Quality Management Systems

The Offeror is responsible for implementing a quality system appropriate to the scope to be performed. It is recommended that the quality system be based on ISO 9001:2015 - Quality Management Systems - Requirements.

4.6 Product Standards & Certificates

Fastener Product Standards must be readily accessible and provided upon request for the duration of the standing offer.

Fasteners supplied must conform to industry standards for Material, Finish, Dimensions, Mechanical Properties and Product Marking.

Fasteners must meet requirement stated in Annex B, No substitute for Material, Size, Finish, Grade etc. will be accepted.

Certificate of conformity may be required for some fasteners and must be provided upon request.

5.0 Transition of Standing Offer

The Offeror must conduct an inventory of the pre-existing stock levels upon awarding of standing offer.

The Offeror is required to inspect existing material and storage bins before initial labelling and provisioning of the ready-use material.

6.0 Client Support

DND will ensure free and clear access to Ready-Use bin locations.

6.1 Meetings

Kick-off meeting to occur within TWO (2) weeks of the standing offer issuance date to confirm with the Offeror the following;

- a. Service delivery schedule;
- b. Packing slip content;
- c. Invoice delivery timelines;
- d. Access;
- e. Transition plan;
- f. Security; and
- g. Parking.

7.0 Deliverables

The Offeror must provide a packing slip to the supporting Trade Service Centers (TSC) personnel for each delivery.

The Offeror must also provide a copy of all packing slips to the on-site contract authority.

8.0 Optional Vending Machine Solution

It is FMF's intent to introduce a turn-key industrial vending machine solution for the provision of high-usage items such as Personal Protective Equipment; Gloves, dust masks, etc.

8.1 Specifications

Model to be mutually agreed between FMF and Vendor at the time but must adhere to the following specifications:

- .a Machine will be set up in an industrial production area;
- .b Must connect to existing LAN hardwire connection;
- .c Must connect to 110V 15A socket;
- .d Must have multiple shelves, including a minimum of one adjustable shelf– easy to reconfigure for individual items;
- .e Must have single-item, tracked dispensing;
- .f Must include software to allow customer-configurable setting for control and usage reporting, AND
- .g Must have the ability to leverage existing Employee ID numbers and/or barcodes (for access control/traceability).

ANNEX B – MATERIALS LIST and BASIS OF PAYMENT

(Refer to separate Excel spreadsheet)

The rows in spreadsheet must not be altered in any way as they are used to order and identify individual items. Failure to comply will render the bid non-responsive.

For all items, unit prices are to be an all-inclusive cost to supply and deliver the items to the existing storage media on site at the identified Central Storage Facility and Trades Service Centres at FMFCB and FMFCS.

Additional charges for delivery and/or stocking of items will not be accepted.

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the standing offer:

- 1) For the specified items listed, unit prices are to be entered in the applicable category on the spread sheet provided
- 2) For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/if applicable

Any percentage discounts must be clearly indicated, reference to “special pricing available upon request” or similar terminology will not be considered.

- 2.1 Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, less a discount of ___ percent; and/or
 - 2.2 Material and replacement parts (except free issue) to be in accordance with our manufacturer's suggested retail price list, as last amended/published, less a discount of ___ percent; or; plus a markup of ___ percent; and/or
 - 2.3 Material and replacement parts (except free issue) at laid down cost plus a markup of ___ percent excluding sales tax. Sales tax to be shown as a separate item; and/or
 - 2.4 Special additional discounts of ___ percent for advance (greater than ___ calendar days) ordering.
- 3) In addition to the above pricing, special offering due to year end or surplus manufacturing runs, special job lots, sales, etc. are to be made available as they occur if of lesser cost than under the above pricing arrangement.
 - 4) Price books of catalogues or price lists must be identified by name/date. Prices books, catalogues or price lists must be supplied to the Standing Offer Authority upon request.
 - 5) Indicate any applicable minimum order quantity or minimum charge as/of applicable: _____

The following Optional Vending Machine Solution pricing will not be incorporated into the total evaluated bid price.

Optional Vending Machine Solution: Unit prices are to be an all-inclusive cost to supply and deliver the vending machine solution (includes, but is not limited to, all hardware, software, licenses, user fees, etc.).

6.1 Leasing Price, Per Unit, Monthly:

Year 1 _____/month
Year 2 _____/month
Year 3 _____/month
Option Year 1 _____/month
Option Year 2 _____/month

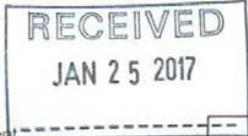
6.2 Option to purchase (as per section 7.9 Option to Purchase – Optional Vending Machine Solution)

The Contractor grants to Canada the option to purchase any or all of the leased products at any time during the rental period.

In this event, _____ percent of the rental paid will be credited at the time of purchase up to a maximum of _____ percent of the unit purchase price detailed below for the applicable item.

Unit Purchase Price: Item ____ \$ _____

ANNEX C - SECURITY REQUIREMENTS CHECK LIST



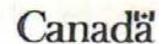
Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat W3555 17 9306
	Security Classification / Classification de sécurité UNCLASS

**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 Department of National Defence	2. Branch or Directorate / Direction générale ou Direction RCN / Fleet Maintenance Facility Cape Breton	
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 Ready-use standing offer/contract for various consumable items. ("Ready-use" material - is defined as low value, high volume, non-controlled goods that are received, stored and issued as consumable items.)		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes 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? 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"/> No <input type="checkbox"/> Yes 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? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
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. 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"/> No <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes 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"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <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"/>	
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 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASS





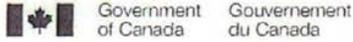
Contract Number / Numéro du contrat W3555 17 9306
Security Classification / Classification de sécurité UNCLASS

PART A (continued) / PARTIE A (suite)	
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? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
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"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> SECRET SECRET <input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
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 Non <input type="checkbox"/> Yes 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 Non <input type="checkbox"/> Yes Oui
PRODUCTION	
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 Non <input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
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 Non <input type="checkbox"/> Yes 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 Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASS





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Security Classification / Classification de sécurité UNCLASS

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

For 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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C					
Information / Assets Renseignements / 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 du travail visé 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat W3555 17 9306
Security Classification / Classification de sécurité UNCLASS

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Brett Hood	Title - Titre Acting Group Manager 7	Signature 	
Telephone No. - N° de téléphone 250-363-7587	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Brett.Hood@forces.gc.ca	Date 24/01/2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre DDSO - Industrial Security Senior Security Analyst	Signature 	
Telephone No. - N° de téléphone 250-363-7587	Facsimile No. - N° de télécopieur 250-363-7587	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2017- Jan 25 sm
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Della Smith	Title - Titre Contracts Admin	Signature 	
Telephone No. - N° de téléphone 250-363-5998	Facsimile No. - N° de télécopieur 250-363-1090	E-mail address - Adresse courriel Della.Smith@forces.gc.ca	Date 24/01/2017
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Vanessa Good-Davidson	Title - Titre Contract Security Officer	Signature 	Date Feb. 9, 2017

Agente à la Sécurité des contrats | Contract Security Officer
Secteur de la Sécurité industrielle, TPSGC | Industrial Security Sector, PWGSC
Vanessa.Good-Davidson@psgc-pwgsc.gc.ca
Téléphone : 613 941-0441

ANNEX D - INSURANCE REQUIREMENTS

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

ANNEX E to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

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

FORM A – Bid Submission Form

BID SUBMISSION FORM	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) [see the <i>Standard Instructions 2003</i>]	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Board of Directors: Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.	

NOTE TO BIDDERS: Please the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

Bid Receiving
Public Works & Government Services Canada
1230 Government St., Victoria, BC, V8W 3X4

Solicitation No. : W3555-189306/A
