



RETURN BIDS TO:

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- PWGSC

1550, Avenue d'Estimauville
1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

FAX pour soumissions: (418) 648-2209

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

| | |
|--|---|
| Title - Sujet Parts and services of repairs FORD | |
| Solicitation No. - N° de l'invitation W0106-18J101/A | Date 2018-08-20 |
| Client Reference No. - N° de référence du client W0106-18J101 | GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-033-17463 |
| File No. - N° de dossier QCN-8-41027 (033) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-04 | |
| Time Zone Fuseau horaire Heure Avancée de l'Est HAE | |
| Delivery Required - Livraison exigée Voir doc | |
| Address Enquiries to: - Adresser toutes questions à: Lépine, Valérie | Buyer Id - Id de l'acheteur qcn033 |
| Telephone No. - N° de téléphone (418)649-2831 () | FAX No. - N° de FAX (418)648-2209 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE Garnison Valcartier Bâtiment 110 COURCELETTE Québec G0A4Z0 Canada | |
| Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité. | |

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

| | |
|---|-----------|
| PART 1 - GENERAL INFORMATION | 4 |
| 1.1 INTRODUCTION..... | 4 |
| 1.2 SUMMARY | 4 |
| 1.3 DEBRIEFINGS | 5 |
| 1.4 EPOST CONNECT..... | 5 |
| PART 2 - OFFEROR INSTRUCTIONS | 6 |
| 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS..... | 6 |
| 2.2 SUBMISSION OF OFFERS | 6 |
| 2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS | 6 |
| 2.4 APPLICABLE LAWS..... | 7 |
| PART 3 - OFFER PREPARATION INSTRUCTIONS..... | 8 |
| 3.1 OFFER PREPARATION INSTRUCTIONS..... | 8 |
| PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION | 10 |
| 4.1 EVALUATION PROCEDURES..... | 10 |
| 4.2 FINANCIAL EVALUATION | 10 |
| 4.3 BASIS OF SELECTION | 10 |
| PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION | 11 |
| 5.1 CERTIFICATIONS REQUIRED WITH THE OFFER | 11 |
| 5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION 11 | |
| 5.3 AUTHORIZED FORD DEALER CERTIFICATION..... | 12 |
| PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS..... | 13 |
| 6.1 SECURITY REQUIREMENTS | 13 |
| 6.2 INSURANCE REQUIREMENTS | 13 |
| 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..... | 13 |
| PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES | 14 |
| A. STANDING OFFER..... | 14 |
| 7.1 OFFER..... | 14 |
| 7.2 STANDARD CLAUSES AND CONDITIONS..... | 14 |
| 7.3 TERM OF STANDING OFFER | 14 |
| 7.4 AUTHORITIES | 14 |
| 7.5 IDENTIFIED USERS..... | 15 |
| 7.6 CALL-UP INSTRUMENT | 15 |
| 7.7 ESTIMATES..... | 16 |
| 7.8 LIMITATION OF CALL-UPS | 16 |
| 7.9 FINANCIAL LIMITATION..... | 16 |
| 7.10 PRIORITY OF DOCUMENTS | 16 |

N° de l'invitation - Sollicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

| | | |
|---|---|-----------|
| 7.11 | CERTIFICATIONS AND ADDITIONAL INFORMATION..... | 16 |
| 7.12 | APPLICABLE LAWS (WILL BE INSERTED IN THE STANDING OFFER)..... | 17 |
| B. | RESULTING CONTRACT CLAUSES..... | 18 |
| 7.1 | STATEMENT OF WORK..... | 18 |
| 7.2 | STANDARD CLAUSES AND CONDITIONS..... | 18 |
| 7.3 | TERM OF CONTRACT..... | 18 |
| 7.4 | PAYMENT..... | 18 |
| 7.5 | INVOICING INSTRUCTIONS..... | 19 |
| 7.6 | SACC MANUAL CLAUSES..... | 19 |
| ANNEX "A" | | 21 |
| | STATEMENT OF WORK..... | 21 |
| ANNEX "B" | | 23 |
| | BASIS OF PAYMENT..... | 23 |
| ANNEX "C" | | 25 |
| | FIFTY-FIVE POINT (55-POINT) CHECKLIST..... | 25 |
| ANNEX "D" TO PART 3 OF THE REQUEST FOR STANDING OFFERS | | 27 |
| | ELECTRONIC PAYMENT INSTRUMENTS..... | 27 |
| ANNEX "E" | | 28 |
| | INSURANCE REQUIREMENTS..... | 28 |
| ANNEX "F" | | 30 |
| | AUTHORIZED FORD DEALER CERTIFICATION..... | 30 |

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus 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 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.

The annexes include the Statement of Work, the Basis of Payment, a 55-point checklist, required insurances, the Electronic Payment Instruments and the Authorized Dealer Certification.

1.2 Summary

(i) **Title:** Regional Individual Standing Offer for the purchases of parts and services of repairs for FORD commercial vehicles.

(ii) **Description :**

This statement of work sets out the general and specific requirements for the purchases of FORD-brand parts and the inspection and repairs for FORD commercial vehicles. These services are for the Commercial Vehicle Platoon, Department of National Defence (DND), Valcartier, Quebec.

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

- (A) vehicle inspections as described in Annex C – Inspection Report;
- (B) repairs in the Contractor's shops;
- (C) supply original FORD brand parts only;
- (D) delivery of parts to the Valcartier Garrison; and
- (E) pick-up and delivery of vehicles at the Valcartier Garrison.

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

(iii) Period of the standing offer

The period of the standing offer is of three firm years from 1 November 2018 to 31 October 2021 inclusively.

(iv) As per the Integrity Provisions under section 01 of Standard Instructions [2006](#), Offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

(v) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA) and the agreements with Chile, Colombia, Honduras, Korea and Panama.

1.3 Debriefings

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

1.4 Epost Connect

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

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.

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.

2.2.1 By using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) The email address of PWGSC Quebec region Bid Receiving Unit is: TPSGC.RQReceptionSoumissionsQRSupplyTendersReception.PWGSC@tpsgcpwgsc.gc.ca

NOTE THAT YOU SHOULD NOT SEND YOUR OFFERS DIRECTLY TO THIS EMAIL ADDRESS, BUT PROCEED THROUGH CANADA POST EPOST CONNECT SERVICE.

Instructions for the Epost service can be found in the SACC Manual [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements.

2.2.2 Tenders can also be transmitted by fax to 418-648-2209.

2.2.3 By mail or in person at:
Public Works and Government Services Canada (PWGSC)
1550, Avenue of Estimaerville
Quebec City, Quebec G1J 0C7

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority **no later than 5 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.

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

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 Quebec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer

Section II: Financial Offer

Section III: Certifications

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

N° de l'invitation - Sollicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex D 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.

3.1.2 Exchange Rate Fluctuation

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

4.2 Financial Evaluation

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

4.3 Basis of Selection

Offers not meeting all mandatory criteria will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

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/canada-labour's) 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.

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

5.3 Authorized Ford Dealer Certification

Offerors must certify that they are an authorized Ford dealer by supplying a signed Annex F.

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

6.2 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 E.

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

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

7.2 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.

7.2.1 General Conditions

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

7.2.2 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. 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 an annual basis to the Standing Offer Authority.

The annual reporting periods are defined as follows:

- first annual report: From November 1st 2018 to October 31st 2019
- second annual report: From November 1st 2019 to October 31st 2020
- third annual report: From November 1st 2020 to October 31st 2021

7.3 Term of Standing Offer

7.3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from November 1st 2018 to October 31st 2021.

7.3.2 Delivery Points

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

7.4 Authorities

7.4.1 Standing Offer Authority

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

The Standing Offer Authority is:

Name: Valérie Lépine
Title: Procurement agent
Public Works and Government Services Canada

Address: 1550 D'Estimauville Avenue,
Quebec City, Quebec, Canada,
G1J 0C7

Telephone: 418-649-2831
Facsimile: 418-648-2209
E-mail address: Valerie.Lepine@tpsgc-pwgsc.gc.ca

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

7.4.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____ (Will be inserted in the standing offer) _____
Title: _____
Organization: _____
Address: _____

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

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

7.4.3 Offeror's Representative

Name: _____ (Will be inserted in the standing offer) _____
Title: _____
Organization: _____
Address: _____

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

7.5 Identified Users

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

7.6 Call-up Instrument

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

The work will be authorized or confirmed by the Identified User(s) using form PWGSC_TPSGC 942, Call-Up Against a Standing Offer.

7.7 Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$15,000.00 (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ 217,302.75 (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority

7.10 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](#) (2018-05-22), General Conditions – Goods (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Inspection Report;
- h) Annex D, Electronic payment;
- i) Annex E, Insurance;
- j) Annex F, Authorized Ford dealer certification;
- k) the Offeror's offer dated ____ ([Will be inserted in the standing offer](#)).

7.11 Certifications and Additional Information

7.11.1 Compliance

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

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 (Will be inserted in the standing offer)

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 _____.

N° de l'invitation - Sollicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work described 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.

Insert the following clause when payment by credit cards is accepted by the Offeror.

Section 16 Interest on Overdue Accounts, of [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of Contract to the end of the warranty period.

7.3.2 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price and hourly rates detailed in Annex B. Customs duties are included and Applicable Taxes are extra.

Work required under articles 2 and 3 is subject to an estimate request by the Project Authority. The estimate shall include a cost breakdown in accordance with the basis of payment in Annexes B. Once the estimate is submitted by the Contractor and accepted by the Project Authority, the estimate becomes a lump sum amount (firm lot price).

7.4.2 Terms of payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

7.4.3 SACC Manual Clauses

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

7.4.4 Electronic Payment of Invoices – Call-up

Insert the following clause when payment by credit cards is accepted by the Offeror.

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

7.5 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.

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

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

- (a) Contractor's name, address, procurement business number (PBN), etc
- (b) Shipping address shown on the call-up
- (c) Contractor's standing offer number, e.g.: W0106-15R127/001/QCL
- (d) Call-up reference number quoted by the designated user (PO #)
- (e) Period of invoicing
- (f) Description of any item or services billed
- (g) Total amount payable, in accordance with the payment arrangements specified in the Standing Offer.

7.6 SACC Manual Clauses

7.6.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex E. 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

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.6.2 Defense Contract

SACC Manual clause [A9006C](#) (2012-07-16), Defense Contract

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

ANNEX "A"

STATEMENT OF WORK

PURPOSE

This statement of work sets out the general and specific requirements for the inspection, repairs and purchases of FORD-brand parts for FORD commercial vehicles. These services are for the Commercial Vehicle Platoon, Department of National Defence (DND), Valcartier, Quebec.

SCOPE

The period of the standing offer is from 1 November 2018 to 31 October 2021.

DESCRIPTION OF WORK

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

- (A) vehicle inspections as described in Annex C – Inspection Report;
- (B) repairs in the Contractor's shops;
- (C) supply original FORD brand parts only;
- (D) delivery of parts to the Valcartier Garrison; and
- (E) pick-up and delivery of vehicles at the Valcartier Garrison.

** The form used by the Contractor may be different, as long as it contains the same checklist points listed in Annex C and the Technical Authority has approved it.*

REQUIREMENTS

The Contractor has to:

1. be an authorized FORD dealer; and
2. keep vehicles to be repaired in a secure manner, indoors, or alternatively, in a secure and/or locked area.

DETAILED BID

At the request of the Project Authority, the Contractor shall submit a detailed bid on costs (number of hours, cost of parts and so on), at no charge and within 24 to 48 working hours. This bid shall be valid for a period of 90 days.

Once a call-up is issued, the actual and final cost of repairs carried out may not exceed the cost indicated on the call-up.

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

The turnaround time will be 7 working days for minor repairs and 14 working days for major repairs.

EMERGENCY SERVICE

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

PICK-UP AND DELIVERY

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

CALL-UP PROCEDURES

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

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

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

ANNEX "B"

BASIS OF PAYMENT

PERIODS

Year 1: From 1 November 2018 to 31 October 2019

Year 2: From 1 November 2019 to 31 October 2020

Year 3: From 1 November 2020 to 31 October 2021

1. INSPECTION SERVICE

The Contractor indicates the firm unit price, for each year, to conduct inspections in its shops and submits the inspection report (Appendix "C") to the DND technical authority. This rate shall include overhead and profit as well as shop supply costs.

| Item | Description | Estimated Annual Quantity | Firm Unit Price (Excluding Taxes) | | | |
|------|--|---------------------------|--------------------------------------|--------|--------|--|
| | | | Year 1 | Year 2 | Year 3 | |
| 1. | Vehicle inspection as described in Appendix "C"- Inspection Report | F-150, F-250 and F-350 | 90 | | | |
| | | Transit | 40 | | | |
| | | Passenger vehicle | 22 | | | |

2. REPAIR SERVICE

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

| Item | Description | Estimated Annual Quantity | Hourly Rate (Excluding Taxes) | | |
|------|--------------------|---------------------------|----------------------------------|--------|--------|
| | | | Year 1 | Year 2 | Year 3 |
| 1. | Labour for repairs | 70 hours | | | |

3. PURCHASE OF PARTS

For the purchase of parts, the prices will be the Contractor's cost price plus ____ % mark-up. (The Contractor should indicate the mark-up percentage per volume; if no mark-up, indicate "0%" or "N/A.")

Random checks may be made at any time during the period of standing offer to ensure that the prices are in accordance with the Basis of Payment. Upon request, the Contractor will provide supporting documents for this purpose.

For evaluation purposes, the annual estimated amount is \$38,000.00.

4. PARTS DELIVERY

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

The Contractor shall indicate a fixed price for each of the years (if applicable) to deliver parts to the Valcartier Garrison.

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

| Item | Description | Estimated Annual Quantity | Firm Unit Price (Excluding Taxes) | | |
|------|--|---------------------------|--------------------------------------|--------|--------|
| | | | Year 1 | Year 2 | Year 3 |
| 1. | Delivery of parts to Valcartier Garrison | 150 | | | |

5. VEHICLE PICK-UP AND DELIVERY

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

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

| Item | Description | Estimated Annual Quantity | Firm Unit Price (Excluding Taxes) | | |
|------|------------------------------------|---------------------------|--------------------------------------|--------|--------|
| | | | Year 1 | Year 2 | Year 3 |
| 1. | Pick-up/Delivery of a vehicle | 10 | | | |
| 2 | Cost per additional vehicle (note) | 10 | | | |

Note: When picking up or delivering vehicles, the Contractor may be required to pick up or deliver more than one vehicle at the same location.

6. WARRANTY

Warranty period on repairs: _____

The Contractor shall provide a **warranty period of a minimum of 12 months.**

Warranty period on parts: _____

The Contractor shall provide a **warranty period of a minimum of 12 months.**

N° de l'invitation - Sollicitation No.
 W0106-18J101/A
 N° de réf. du client - Client Ref. No.
 W0106-18J101

N° de la modif - Amd. No.
 File No. - N° du dossier
 QCN-8-41027

Id de l'acheteur - Buyer ID
 QCN033
 N° CCC / CCC No./ N° VME - FMS

ANNEX "C"

FIFTY-FIVE POINT (55-POINT) CHECKLIST

DEALER

Name _____ Office # _____
 Address _____ Licence # _____ Serial # _____
 Model _____ Year _____ Kilometres _____

S - Satisfactory C - Can wait U - Urgent

| | Safety and other | S | C | U | Comment |
|----|---|----------|----------|----------|----------------|
| 1 | - Seat belts | | | | |
| 2 | - Spare wheel and jack | | | | |
| 3 | - Hood catch | | | | |
| 4 | - Weather stripping | | | | |
| 5 | - Windshield washer action | | | | |
| 6 | - Wiper blade | | | | |
| 7 | - Condition of car windows | | | | |
| 8 | - Horn | | | | |
| | Lighting systems | | | | |
| 9 | - Headlights | | | | |
| 10 | - Front and rear parking lights | | | | |
| 11 | - Front and rear turn signals | | | | |
| 12 | - Licence plates | | | | |
| 13 | - Interior lighting | | | | |
| | Charging system | | | | |
| 14 | - Battery condition | | | | |
| 15 | - Alternator | | | | |
| | Transmission | | | | |
| 16 | - Check the oil level | | | | |
| | Cooling system | | | | |
| 17 | - Hoses — connections | | | | |
| 18 | - Check level and condition of antifreeze | | | | |
| | Engine | | | | |
| 19 | - Check oil | | | | |
| 20 | - Oil leaks | | | | |
| 21 | - Engine noise | | | | |
| 22 | - Engine mount | | | | |
| 23 | - Is a tune-up required? | | | | |
| | Belts | | | | |
| 24 | - Drive belts | | | | |
| | Air conditioning/heating | | | | |
| 25 | - Check that they operate | | | | |
| | Wheels and tires | | | | |
| 26 | - Tire pressure | | | | |
| 27 | - Wear | | | | |
| 28 | - Condition of ball-bearings | | | | |
| | Brake system | | | | |
| 29 | - Operating - Front | | | | |
| 30 | - Operating - Back | | | | |
| 31 | - State of wear (25%, 50%, 75%) | | | | |
| 32 | - Parking brake | | | | |
| 33 | - Master cylinder (fluid level) | | | | |
| 34 | - Connection and line | | | | |
| | Exhaust system | | | | |
| 35 | - Front pipe | | | | |
| 36 | - Main pipe | | | | |

N° de l'invitation - Solicitation No.
W0106-18J101/A
N° de réf. du client - Client Ref. No.
W0106-18J101

N° de la modif - Amd. No.
File No. - N° du dossier
QCN-8-41027

Id de l'acheteur - Buyer ID
QCN033
N° CCC / CCC No./ N° VME - FMS

| | | | | | |
|----|--------------------------------|--|--|--|--|
| 37 | - Tail pipe | | | | |
| 38 | - Rubber support | | | | |
| 39 | - Re-circulation system | | | | |
| 40 | - Muffler | | | | |
| 41 | - Resonator | | | | |
| | Steering and suspension | | | | |
| 42 | - Springs | | | | |
| 43 | - Shock absorbers - Front | | | | |
| 44 | - Shock absorbers - Back | | | | |
| 45 | - Ball joint | | | | |
| 46 | - Tie rod end | | | | |
| 47 | - Relay rod | | | | |
| 48 | - Idler arm | | | | |
| 49 | - Pitman arm | | | | |
| 50 | - Gear box | | | | |
| 51 | - Power steering hose | | | | |
| 52 | - Alignment | | | | |
| 53 | - Universal joints | | | | |
| 54 | - Stabilizer bar | | | | |
| 55 | - Check oil level | | | | |

Date: _____

Service advisor: _____

Solicitation No. - N° de l'invitation
W0106-18J101/A
Client Ref. No. - N° de réf. du client
W0106-18J101

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-8-41027

Buyer ID - Id de l'acheteur
QCN033
CCC No./N° CCC - FMS No./N° VME

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

ELECTRONIC PAYMENT INSTRUMENTS

Canada requests that offerors complete one of the following:

- a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit cards are accepted:

VISA _____

Master Card _____

- b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

ANNEX "E"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g. Employees and, if applicable, Volunteers must be included as Additional Insured.

h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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.

Garage Automobile Liability Insurance

1. The Contractor must obtain Garage Automobile Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

Solicitation No. - N° de l'invitation
W0106-18J101/A
Client Ref. No. - N° de réf. du client
W0106-18J101

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-8-41027

Buyer ID - Id de l'acheteur
QCN033
CCC No./N° CCC - FMS No./N° VME

2. The Garage Automobile Liability policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).
- c. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
- d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

Solicitation No. - N° de l'invitation
W0106-18J101/A
Client Ref. No. - N° de réf. du client
W0106-18J101

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-8-41027

Buyer ID - Id de l'acheteur
QCN033
CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

AUTHORIZED FORD DEALER CERTIFICATION

The offeror certifies that he is an authorized Ford dealer.

AUTHORIZED SIGNATURE

Name of the Offeror

DATE