

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving - PWGSC

1550 Avenue d'Estimauville
1550 D'Estimauville Avenue

Québec

Québec

G1J 0C7

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 Automotive Hardware	
Solicitation No. - N° de l'invitation W0106-17R107/A	Date 2018-09-06
Client Reference No. - N° de référence du client W0106-17R107	GETS Ref. No. - N° de réf. de SEAG PW-\$QCW-030-17472
File No. - N° de dossier QCW-7-40330 (030)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-17	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée Voir doc	
Address Enquiries to: - Adresser toutes questions à: Roy, Alain	Buyer Id - Id de l'acheteur qcw030
Telephone No. - N° de téléphone (418)649-2845 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Ministère de la Défense nationale Différents édifices Base Valcartier COURCELETTE Québec G0A4Z0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Requirement, the Basis of Payment and the List of Products (Appendix 1), the list of Consumption Points, the Electronic Payment Instruments and the Price Evaluation Procedure.

1.2 Summary

- 1.2.1** Supply, deliver and install, as and when needed, fasteners and various supplies of all types and sizes, such as bolts, screws, nuts, rods, key stock, washers, rivets, pins, retaining rings, hooks, clamping rings, connectors, terminals, caps, staples, O rings, various fastening devices, electrical wire, rubber and plastic hoses and conduits (fuel lines, brake lines, coolant hoses, etc.), various vehicle hardware, etc. (partial list).

Delivery and unloading service, as well as taking inventory, must be provided by the contractor and included in the price of the parts to ensure that consumption points are constantly maintained.

The goods are required for the Department of National Defence (DND).

It is intended that only one Standing Offer will be issued for an estimated amount of \$ 700,000 plus taxes, for a firm four (4) year period.

Period of the standing offer: from standing offer award for a period of four (4) years.

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

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

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

You can send your offer by fax at No. 418-648-2209 or by mail to the following address:

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7

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.

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File No. - N° du dossier
QCW-7-40330

Buyer ID - Id de l'acheteur
QCW030
CCC No./N° CCC - FMS No./N° VME

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

Due to the nature of the RFSO, offers transmitted by epost Connect service will not be accepted

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy **(Mandatory) and** one (1) soft copy of the 1,000 parts checklist - Appendix 1, in Excel format sent to the following E-mail address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Section III: Certifications (1 hard copy)

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

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

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

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

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

Section I: 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.

The Offeror must submit **one (1) copy of the catalogue(s)** including all the proposed parts related to this Request for Standing Offer (RFSO), **no later than the date and time indicated on page 1 of the RFSO.** The catalogue(s) must be submitted in paper format (one (1) copy) or in electronic format (one (1) copy) on a CD/DVD in Excel or PDF.

Note:

The successful Offeror must provide a copy of this catalogue to each consumption point after contract award.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment and Appendix 1. Prices must be submitted "delivery at destination, Valcartier Support Base", including shipping costs, unloading fees, Canadian customs duties and excise taxes. The total amount of Applicable Taxes must be shown separately.

Parts

i. Catalogue(s):

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

ii. Checklist of 1,000 parts:

For evaluation purposes, a checklist of 1,000 parts was prepared. The checklist (Appendix "1" of Annex "B"), must be completed by Offerors and submitted with their offer. Parts entered in the checklist must be in the catalogs described in (i). For every part listed, Offerors must insert the prices entered in their catalog(s) in the appropriate column. The applicable discount percentage must be entered in the box for that purpose, for each contractual year. The applicable price for each part will then be calculated automatically, as follows:

Catalog price minus discount = applicable price

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

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

4.1.1.1 Mandatory Technical Criteria

- i. The Offeror must complete the one thousand (1,000) parts Checklist (Appendix 1) of Annex B and must be able to offer at least 80% of the parts listed therein.
- ii. The Offeror must submit one (1) copy of the catalog (s) including all parts that he proposes with this Request for Standing Offer (RFSO).

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The offeror must insert a discount percentage applicable to the unique set of its catalog(s) (or price list), for each contract year.

4.1.2.2 Price Evaluation

The Offer price will be evaluated in Canadian dollars, not including applicable taxes, FOB Destination, including Canadian customs duties and excise taxes.

The evaluated price will be calculated based on the calculation methodology detailed in Annex E.

4.1.3 Firm Price and/or Rates

SACC Manual Clause M0019T (2007-05-25), Firm Price and/or Rates.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical and Financial Criteria only

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the 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 [Inteligibility 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 with its offer the required documentation, as applicable), 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 [Inteligibility 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Periodic Usage Reports - Standing Offer

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

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

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

The quarterly reporting periods are defined as follows:

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

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

The data must be submitted on a "quarterly basis" as follow:

- One (1) copy of the data to the Standing Offer Authority at PWGSC, to the following email address:

TPSGC.gestiondecontrats-quecontractmanagement.PWGSC@tpsgc-pwgsc.gc.ca

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Alain Roy
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

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

Telephone: 418-649-2845

Facsimile: 418-648-2209

E-mail address: Alain.Roy.que@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.

6.5.2 Project Authority *(to be completed by PWGSC upon issuance of standing offer)*

The Project Authority for the Standing Offer is:

Name: _____

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.

6.5.3 Offeror's Representative

The Offeror Representative is:

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

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

6.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are the Designated Individual of each delivery point(s) specified at Annex "C".

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

Or,

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.8 Limitation of Call-ups

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

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of 700 000.00\$ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 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.

6.10 Priority of Documents

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

- a) the 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, Basis of Payment and his Appendix 1 (Items list);
- g) Annex C, Consumption Points List;
- h) Annex D, Electronic Payments Instruments;
- i) Annex E, Price Evaluation Procedure;
- j) the Offeror's offer dated _____ (*Insert Offer's Date*)

6.11 Certifications and Additional Information

6.11.1 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.

6.12 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 Quebec.

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

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

6.3 Term of Contract

6.3.1 Delivery Date

Delivery must be made within a maximum of five (5) calendar days from the date of receipt of the call-up against the Standing Offer.

6.4 Payment

6.4.1 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, as specified in Annex B. Customs duties *are* included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.4.2 Limitation of Price

SACC Manual Clause, C6000C (2017-08-17), Limitation of Price

6.4.3 Multiple Payments

SACC Manual Clause, H1001C (2008-05-12), Multiple Payments.

6.4.4 Electronic Payment of Invoices – Call-up

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

(The electronic payment choices will be validated at the time of issuance of the offer with the responses obtained at Annex "C" of Part 3 of the Request for Standing Offers)

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International).

6.5. Invoicing Instructions

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.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded at the address indicated on each call-up for certification and payment.

The contractor must submit separate invoices for each consumption point

6.6 SACC Manual Clauses

[G1005C](#) (2016-01-28), Insurance – No Specific Requirement

[M3000C](#) (2006-08-15), Price Lists

[B7500C](#) (2006-06-16), Excess Goods

[A9006C](#) (2012-07-16), Defence Contract

[A9062C](#) (2011-05-16), Canadian Forces Site Regulation

6.7 Shipping Instructions - Delivery at Destination

Goods must be shipped to the destination specified in each Call-up and delivered:

Delivered Duty Paid (DDP) Department of National Defence, Valcartier Support Base,
Building to be determined, Courcellette, QC G0A 4Z0, Incoterms 2000 for shipments from a commercial contractor.

Or,

Delivered Duty Paid (DDP) Department of National Defence, Manège militaire St-Malo, 1020, Rue
Vincent-Massey, Québec, Québec, G1N 1M8, Incoterms 2000 for shipments from a commercial contractor.

ANNEX « A »

REQUIREMENT

**STANDING OFFER – AUTOMOTIVE HARDWARE
DEPARTMENT OF NATIONAL DEFENCE (DND) – VALCARTIER**

1. Context

Valcartier Support Base of the Department of National Defence wishes to obtain a standing offer for the replenishment of the automotive hardware store for various consumption points of its facilities.

2. Requirement

Supply, deliver and install, as and when needed, fasteners and various supplies of all types and sizes, such as: bolts, screws, nuts, rods, key stock, washers, rivets, pins, retaining rings, hooks, clamping rings, connectors, terminals, caps, clips, O rings, various fastening devices, electrical wire, rubber and plastic hoses and conduits (fuel lines, brake lines, coolant hoses, etc.), miscellaneous hardware for vehicles, etc., (non-exhaustive list), so as to ensure the constant maintenance of a point of consumption at the locations indicated in Appendix "C".

3. Quality of parts

The Offeror must guarantee and certify the quality of all the fasteners so as to eliminate any counterfeits or products that do not meet industry SAE standards.

The Offeror must ensure that the manufacturer's logo appears on the head of every bolt supplied.

When requested, the Offeror must be able to provide the client with a document describing the contractor's quality standards and quality control methods for the products sold.

4. Resupply Procedures

Resupply can be done two ways: either by the Offeror's representative during a regular visit, or through an order from the client. Upon checking the material available on the shelves, the Offeror's representative can suggest the amounts the client should order to maintain the inventory at an optimal level. However, the Offeror's representative may not order or deliver material without first obtaining an order number and authorization from the client. When requested by the client, the Offeror's representative shall also provide an estimate of the total value before obtaining delivery authorization. Every order must be for a minimum of 50\$.

In addition to periodic usage reports provided for in clause 3.2 of the standing offer, the Offeror must submit a consumption report at each consumption point that requests it every six (6) months in order to determine future requirements and expenses and eliminate unused material. This report must include, at minimum, a description of the parts and quantities consumed for each consumption point concerned.

The Offeror's representative must make regular visits two (2) to three (3) times a week or following a schedule agreed upon with the client, in order to collect orders, deliver material, and, if requested by the client, put the merchandise in the cabinets. Delivery and placement in the cabinets must always occur in the presence of a DND representative and occur during normal working hours, which are from 8 a.m. to 3 p.m., Monday to Friday, or at a time agreed upon by the client and the Offeror's representative. If the Offeror's representative cannot come for a period exceeding five (5) working days, the contractor must inform the client and, if necessary, assign another representative.

The Offeror must clearly and accurately identify and label for the client all drawers, cabinets and cabinets to facilitate replenishment.

Before sending a substitute for an item that is no longer available, the Offeror must notify the client and obtain his approval. He will also have to inform him of the difference in price and quality for the substitute product. If the Offeror decides to deliver a product of higher price or quality than the one requested without the customer's authorization, he will have to charge the price of the item requested or take back the product at no cost.

Items sold in a standard package or minimum quantity package and exceeding the quantities requested will be accepted by the client up to an amount of \$25.00 per package. Beyond this amount, the client can ask that the package be split.

At the beginning of the contract, the offeror must provide each client with an up-to-date catalog of all the products offered as well as the price list. If during the contract, the offeror issues a new catalog, he must give a copy to each client.

If needed, the Offeror must be able to provide an emergency service, at no additional charge, so that a delay of no more than 24 hours elapses between a customer order and the physical receipt of urgent equipment at the consumption point.

The Offeror shall be capable of delivering parts orders within a maximum timeframe of five (5) working days following an authorized call-up. Whenever an item is still pending delivery after this timeframe, the Offeror shall inform the client. This part of the order could thus be cancelled.

In all cases where an item is still awaiting delivery 30 days after the date of the order, the offeror must notify the customer. The latter will then have the opportunity to cancel this part of the order and to restock with another supplier.

5. Return of material

All returns of material to the Offeror must be made after obtaining an authorization number. The following information must be provided to obtain a return authorization: description of the material, reason for return and quantity.

Material must be returned in the original packaging if possible, or else in packaging bearing the product number and quantity returned.

Material to be returned may be given to the Offeror's representative during the representative's visit. It may also be returned by prepaid shipping, except in the case of Offeror error, namely for deliveries that do not comply with the procedures set out in the preceding paragraphs or in cases where the quantity and/or description of the items requested do not match the material delivered.

Returns will not be authorized in the following cases:

- a) Items manufactured or modified especially for the client.
- b) Items manufactured or purchased in large quantities specifically to meet a particular request from the client.
- c) Outdated items that are no longer listed in the contractor's current catalogue.
- d) Items that have been modified or used.

The Offeror must take back and credit the full or partial value of any surplus or dormant material that the Offeror sold to the client, including in the case of changes in technology or to part of the vehicle fleet, in

order to reallocate this credit to the acquisition of useful, necessary supplies. Credits will be applied as follows:

- a) 100% of the purchase price for material delivered within the previous two months or less.
- b) 80% of the purchase price for material delivered more than two months previously, but less than six months previously.
- c) 50% of the purchase price for material delivered more than six months previously, but less than one year previously.

Credits will be applied against Call-ups against this Standing Offer, or will be refunded at the original value if they cannot be applied to Call-ups.

6. Invoicing

Unless otherwise advised by a client, an invoice will be issued for each delivery of material.

In all cases where the delivered material exceeds the quantities ordered by the client, the offeror must immediately take back the material, at no cost to the client, and, instead of granting a credit to be made on call-ups, he must issue a new corrected invoice corresponding to the quantities actually ordered.

ANNEX « B »

BASIS OF PAYMENT AND LIST OF PRODUCTS

(See Appendix 1 for the list of products in Excel format)

Applicable prices:

The following discounts apply to the firm prices indicated in the parts catalog(s) or price list(s) submitted by the Offeror.

Catalog price / price list minus discount = applicable price

Only parts listed in the catalog(s) filed with the Contractor's bid and that include a firm price, are considered available under this Standing Offer.

All catalogs filed with the Contractor's bid are used as a reference for pricing purposes and form part of this document.

#	PERIOD	DISCOUNT
1	2018 / 2019 From _____ to _____ (Period of a full year, exact dates will be added to the Standing Offer)	Firm unit prices as indicated in catalog(s) or price list: Less a discount of: _____%
2	2019 / 2020 From _____ to _____ (Period of a full year, exact dates will be added to the Standing Offer)	Firm unit prices as indicated in catalog(s) or price list: Less a discount of: _____%
3	2020 / 2021 From _____ to _____ (Period of a full year, exact dates will be added to the Standing Offer)	Firm unit prices as indicated in catalog(s) or price list: Less a discount of: _____%
4	2021 / 2022 From _____ to _____ (Period of a full year, exact dates will be added to the Standing Offer)	Firm unit prices as indicated in catalog(s) or price list: Less a discount of: _____%

Note: The applicable price is the price in effect at the time of the order

ANNEX « C »

LIST OF CONSUMPTION POINTS

The Offeror may complete this list with the names and telephone numbers of the contact persons for reference

** Because of the frequent movement of staff, this list cannot be completed before the award.*

UNIT	Building	Supervisor	Ext :	Client	Ext :
12RBC	363				
CCMSÉ	7				
5AMB	103				
5BNS Trsp	110				
5RALC	311				
QGET	312				
2R22R	313				
1R22R	314				
5RGC	323				
3R22R	366				
5BNS Svc	367				
430ETAH	621				
5BNS Tool c	324				
5BNS Maint	324				
CISQFT	CSEM-3				
St-Malo	Québec				
R&T	6				
5UPM	276				

Material orders may also be placed by other clients of Valcartier Support Base who do not have a shelving system and also by the purchasing section of Building 188.

Solicitation No. - N° de l'invitation
W0106-17R107/A
Client Ref. No. - N° de réf. du client
W0106-17R107

Amd. No. - N° de la modif.
File No. - N° du dossier
QCW-7-40330

Buyer ID - Id de l'acheteur
QCW030
CCC No./N° CCC - FMS No./N° VME

ANNEX « D »

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International).

ANNEX « E »

EVALUATION OF PRICE

Note to Offeror:

This annex concerns only the Request for Standing Offer and will therefore be withdrawn upon award.

Only parts that are included in the checklist of 1,000 parts (see Appendix 1) and provided by all of the responsive Offerors will be evaluated. The prices of parts will be evaluated as follows:

Catalogue price - discount = evaluated price for a part

The total evaluated price for parts is calculated by adding the prices of all the parts evaluated over the four year period, while taking into account the percentage markup indicated in Annex "B".

Example*:

	Offeror 1	Offeror 2
Year	Total of all items from the list provided by all responsive Offerors	
2018 / 2019	185.35 \$	175.00 \$
2019 / 2020	190.15 \$	195.50 \$
2020 / 2021	195.40 \$	201.75 \$
2021 / 2022	201.20 \$	204.25 \$
Total Evaluated Price :	772.10 \$	776.50 \$

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

The Standing Offer award recommendation will be based on the lowest overall responsive Offer. In the above example, Offeror 1 would be recommended for contract award.