



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Floor Mats	
<b>Solicitation No. - N° de l'invitation</b> W0113-18CS16/A	<b>Date</b> 2018-09-17
<b>Client Reference No. - N° de référence du client</b> W0113-18CS16	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-219-7606	
<b>File No. - N° de dossier</b> TOR-8-41059 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-10-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nguyen, Michelle	<b>Buyer Id - Id de l'acheteur</b> tor219
<b>Telephone No. - N° de téléphone</b> (905) 615-2078 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Borden various destinations as per SOW Borden Ontario L0M1C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	10
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
1 REQUIREMENT .....	11
2 STANDARD CLAUSES AND CONDITIONS.....	13
3 SECURITY REQUIREMENTS .....	13
4 TERM OF CONTRACT .....	13
5 AUTHORITIES .....	14
6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	15
7 PAYMENT .....	15
8 INVOICING INSTRUCTIONS .....	16
9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	16
10 APPLICABLE LAWS .....	16
11 PRIORITY OF DOCUMENTS.....	16
12 INSURANCE.....	17
13 CANADIAN FORCES SITE REGULATIONS .....	17
<b>ANNEX "A" .....</b>	<b>18</b>
REQUIREMENT.....	18
<b>ANNEX "B" .....</b>	<b>22</b>
BASIS OF PAYMENT.....	22
<b>ANNEX "C" .....</b>	<b>26</b>
TASK AUTHORIZATION USAGE REPORTING FORM.....	26
<b>ANNEX "D" .....</b>	<b>27</b>

Solicitation No. - N° de l'invitation  
W0113-18CS16/A  
Client Ref. No. - N° de réf. du client  
W0113-18CS16

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41059

Buyer ID - Id de l'acheteur  
TOR219  
CCC No./N° CCC - FMS No./N° VME

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DND 626 TASK AUTHORIZATION FORM.....	27
<b>ANNEX "E" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>29</b>
ELECTRONIC PAYMENT INSTRUMENTS.....	29
<b>ANNEX "F" .....</b>	<b>30</b>
ADDITIONAL CERTIFICATIONS.....	30

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, the Task Authorization Usage Reporting Form, the DND 626 Task Authorization Form, the Electronic Payment Instruments, and Additional Certifications.

### **1.2 Summary**

- 1.2.1** The Department of National Defence (DND), Canadian Forces Base (CFB) Borden requires a Contractor to provide floor mat rental and cleaning replacement services. The Contractor must pick up and replace dirty mats in various units throughout CFB Borden in Borden, Ontario.

Up to one (1) Task Authorization contract may be issued for this requirement.

#### **1.2.3 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

#### **1.2.4 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

Bids 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 bid solicitation:

Courier/Post: Bid Receiving Unit – PWGSC Ontario Region  
33 City Center Drive, Suite 480C  
Mississauga ON L5B 2N5

epost: [TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
**(Bids will not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions)**

Bid Fax: 905-615-2095

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force

Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Financial Bid  
Section II: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Financial Bid (1 hard copy)  
Section II: Certifications (1 hard copy)

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

If the Bidder is simultaneously providing copies of its bid 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 bid only. No prices must be indicated in any other section of the bid.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](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, bidders should:

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

## **Section I: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

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

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

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

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

### **3.1.3 Exchange Rate Fluctuation**

*SACC Manual* Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

## **Section II: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Financial Evaluation

##### 4.1.1.1 Mandatory Financial Criteria

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

- a) The lowest Total Evaluated Price will be recommended for contract award.
- b) The supplier must provide a firm unit price for all of the Items listed under each year (A), (B), (C), and (D).
- c) Extended Price is calculated by multiplying the Estimated No. of Mats by the Firm Weekly/Bi-Weekly Price per Mat by the Estimated No. of Weeks.
- d) A single year's TOTAL is calculated by adding together the Weekly and Bi-weekly Extended Prices. The Total Evaluated Price is the sum of all year TOTALS; [Year 1 Total, Year 2 Total, Option Year 1 Total, Option Year 2 Total]
- e) It is mandatory that the Basis of Payment be completed in its entirety. Partially completed Basis of Payment will be considered non-responsive and be given no further consideration. All prices will be quoted as per units of issue stated in the solicitation document and are not to be altered in any way.

##### Example Calculations

Item	Requirement	Estimated No. of Mats	Firm Weekly Price per Mat	Estimated No. of Weeks	Extended Price
Standard Mat					
1	3x5	50	\$1.00	10	\$500

Item 1: 50 mats x \$1.00/mat/week x 10 weeks = \$500.00 (Applicable taxes excluded)

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

### 4.2 Basis of Selection

- 4.2.1 A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **1 Requirement**

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

#### **1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, an acknowledgement of receiving the TA. (the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.)
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

##### **1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means 10% of the contract value at date of contract award.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with

paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "C". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: November 1 to January 31;
- 2nd quarter: February 1 to April 30;
- 3rd quarter: May 1 to July 31; and
- 4th quarter: August 1 to October 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs

**1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**2 Standard Clauses and Conditions**

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

**2.1 General Conditions**

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**3 Security Requirements**

**3.1** There is no security requirement applicable to the Contract.

**4 Term of Contract**

**4.1 Period of the Contract**

The period of the Contract is from date of Contract award to 31 October, 2020 inclusive.

**4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5 Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michelle Nguyen  
Title: Intern Officer  
Organization: Public Works and Government Services Canada, Acquisitions – Ontario Region  
Address: 33 City Centre Drive, Suite 480C  
Mississauga, ON. L5B 2N5  
Telephone: 905-615-2078  
E-mail address: [Michelle.Nguyen@pwgsc-tpsgc.gc.ca](mailto:Michelle.Nguyen@pwgsc-tpsgc.gc.ca)

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

### 5.2 Project Authority *(To be inserted at contract award)*

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

### 5.3 Contractor's Representative *(To be filled in by bidder)*

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

## 6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7 Payment

### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm lot prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (*insert at Contract Award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.3 Monthly Payment

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

### 7.4 T1204 - Direct Request by Customer Department

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

## 7.5 Electronic Payment of Invoices – Contract

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

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

## 8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the invoice's corresponding Task Authorization form
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.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 9 Certifications and Additional Information

### 9.1 Compliance

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

## 10 Applicable Laws

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

## 11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;

Solicitation No. - N° de l'invitation  
W0113-18CS16/A  
Client Ref. No. - N° de réf. du client  
W0113-18CS16

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41059

Buyer ID - Id de l'acheteur  
TOR219  
CCC No./N° CCC - FMS No./N° VME

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- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Task Authorization Usage Reporting Form;
- (f) Annex D, DND 626 Task Authorization Form;
- (g) the Contractor's bid dated \_\_\_\_\_, (*bidder to insert date of bid*)

## **12 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

## **13 Canadian Forces Site Regulations**

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

**ANNEX "A"**

**REQUIREMENT**

**1. Requirement**

The Department of National Defence (DND), Canadian Forces Base (CFB) Borden requires a Contractor to provide floor mat rental and cleaning replacement services. The Contractor must pick up and replace dirty mats in various units throughout CFB Borden in Borden, Ontario.

**2. Estimated Usage and Schedule**

2.1 Floor mats must be supplied and picked up in accordance with the following schedule:

- a. 01 November - 31 March - Weekly replacement and cleaning;
- b. 01 April - 31 October -Bi-weekly replacement and cleaning.

The time schedule and hours for exchange will be based on the individual units preferred hours of availability. All services must be on a scheduled basis during the period of the contract. Schedules for exchange are to be mutually agreed upon between the individual units and the contractor.

2.1.1 Holiday Season

Services are not required during the holiday season. The holiday season is an annually recurring *period* from mid-December to early January.

**3. Locations at CFB Borden**

A map of CFB Borden will be provided to the Contractor, when requested. Locations may be added or removed during the Contract period(s).

*The chart below provides estimated needs by location and is meant to provide the bidder with information. It is by no means representative of the actual requirements. The contact information (name and extension) will be filled in at contract award and the "Requirement and No. of Mats" section will removed. (Italicized section will be deleted at contract award)*

Item	Unit and Civic Address	Building Number	Contact Information	Requirement and No. of Mats					
				Standard Mat				Scraper Mat	
CFB Borden Main Telephone No. (705) 424-1200				3x5	4x6	3x10	4x8	3x5	4x6
<b>A. Military Personnel Generation (MILPERSGEN)</b>									
1	MILPERSGEN Headquarters 400 Cambrai Road	O-102							
2	Canadian Forces Fire and CBRN Academy (CFFCA) 94 Craftsman Road	A-176							
3	Canadian Forces Chaplain School and Centre (CFChSC) 633 Dieppe Road	P-153							
4	Canadian Forces Training Development Centre (CFTDC)	T-127				1	2		

Item	Unit and Civic Address	Building Number	Contact Information	Requirement and No. of Mats					
				Standard Mat				Scraper Mat	
				3x5	4x6	3x10	4x8	3x5	4x6
CFB Borden Main Telephone No. (705) 424-1200									
	15 Cyprus Road								
Canadian Forces Logistics Training Centre (CFLTC) includes the following locations:									
5	501 Cambrai Road	E-51				4			
6	91 Ramillies Road	P-27		2	5	1		1	5
7	61 Ramillies Road	P-151		1				1	
8	192 Atlantic Road	S-140		10					
9	25 Anson Road	S-149			6				
10	36 Atlantic Road	T-119		4					
11	110 Atlantic Road	T-145		4		1			
12	120 Atlantic Road	T-151				5			
13	110 Atlantic Road	T-155				5			
<b>B. CFB Borden</b>									
14	Administration Branch 73 Coronel Road	O-125		3	6	1			
<b>C. Base Operations</b>									
15	Range Control 10 Range Road	R-86		2		7			
16	Base Imagery 220 Craftsman Road	A-165				2			
<b>D. Military Personnel Generation Training Group (MPGTG) Technical Services Branch</b>									
17	Base Maintenance 45 Maintenance Road	O-95							
18	Base Transport 45 Maintenance Road	O-95		3	6	3			
19	Base Supply 247 Cambrai Road	O-111		4	3	15		1	
Base Telecommunications and Information Services (BTIS) includes the following locations:									
20	37 Ram Road	E-146			2				
21	20 Seine Lane	O-109				3			
22	53 Centurion Close	O-155		5	1	1			
23	20B Seine Lane	O-210			2				
<b>E. Lodger Training</b>									
24	Canadian Forces Military Police Academy (CFMPA) 538 Cambrai Road	E-211							
25	Canadian Forces Health Services Training Centre (CFHSTC) and Royal Canadian Dental Corps (RCDC) 641 Cambrai Road	P-210		11	10	17	1		1
26	Royal Canadian Electrical and Mechanical Engineers School (RCEME School) 83 Lundy's Lane	S-165			4	3			
Canadian Forces School of Aerospace Technology and Engineering (CFSATE) includes the following locations									
27	83 Argus Crescent	A-171		1		1			

Item	Unit and Civic Address	Building Number	Contact Information	Requirement and No. of Mats					
				Standard Mat				Scraper Mat	
CFB Borden Main Telephone No. (705) 424-1200				3x5	4x6	3x10	4x8	3x5	4x6
28	83 Argus Crescent (behind building A-171)	ATCO Trailer		1					
29	17 Hangar Road	A-243				1			
30	83H Argus Crescent	A-276			5				
31	83M Argus Crescent	A-307		1					
32	26 Mitchell Street	HG-17		1		1			
33	Royal Canadian Air Force Academy (RCAF Academy) 90 Rafah Crescent	S-136			12				3
<b>F. Lodger Units</b>									
34	16 Wing Borden 264 Lundy Lane	A-142		2	2	3			
35	1 Dental Unit 72 El Alamein Road	O-114			4				
36	31 Canadian Forces Health Services Centre – Borden 30 Ortona Road	O-166			12	13			1
37	3rd Canadian Ranger Patrol Group (3 CRPG) 50 Market Garden Crescent	S-113							
38	400 Tactical Helicopter Squadron 60 Mitchell Street Hangar 18	P-156		4		4		2	1
39	Canadian Forces Ammunition Depot (CFAD) - Angus								
40	Canadian Forces Recruiting Group (CFRG) 25 Centurion Close	O-208		2		2			
41	Learning and Career Centres (LCCs) 18 Waterloo Road East	E-108			5				
42	<b>Regional Cadet Support Unit (RCSU) (Central) 51 Maple Leaf Drive</b>	<b>A-74</b>							
Real Property Operations Detachment Borden (RPO Det (Borden)) includes the following locations									
43	150 Ortona Road	E-186		3					
44	16 Ramillies Road	P-154		10	13	1	1		
45	85 Atlantic Road	T-158		1	2				
46	85A Atlantic Road	T-173		1	1	2			
47	85B Atlantic Road	T-174		1	1	2			
Rations & Quarters Support Services (R&Q SS) includes the following locations									
48	69 Maple Leaf Drive	A-75		3					
49	72 Centre Drive	A-79			2				
50	162 Craftsman Road	A-144		3					
51	146 Craftsman Road	A-145			1				
52	40 Parade Avenue	A-147			3				
53	41 Parade Avenue	A-148			3				
54	20 Parade Avenue	A-149			3				

Item	Unit and Civic Address	Building Number	Contact Information	Requirement and No. of Mats					
				Standard Mat				Scraper Mat	
CFB Borden Main Telephone No. (705) 424-1200				3x5	4x6	3x10	4x8	3x5	4x6
55	21 Parade Avenue	A-150			3				
56	20 Dakota Street	A-151			3				
57	66 Harvard Crescent	A-152			3				
58	15 Harvard Crescent	A-247			3				
59	78 Normandy Road	O-116			2				
60	32 Coronel Road	O-123		1	2				
61	66 El Alamein Road West	O-159		1	4	4			
62	675 Dieppe Road	P-144		3	2	2			
63	20 Caen Circle	P-158		1	1				
64	32 Caen Circle	P-160			1		1		
65	80 Falaise Road	P-182			3	4			
66	41 Falaise Road	P-198A		2	4				
67	41 Falaise Road	P-198B		1	4				
68	41 Falaise Road	P-198C		1	4				
69	36 Wellington Road	S-137			5				
70	40 Rafah Crescent	S-139			2				
71	118 Rafah Crescent	S-164		4	1	4			
72	58 Congo Road	T-115			4				
73	243 Ortona Road	T-138			5				
74	98 Korea Road	T-139			5	2			
75	Apartments 11 <sup>th</sup> Street			6					
<b>G. Base Chapels</b>									
76	Trinity Chapel 499 Dieppe Road	P-152		2					
77	Roman Catholic Chapel 535 Dieppe Road	P-161		2					
<b>H PSP</b>									
78	Arena 100 Ramillies Road	T-126				4			
79	Buell Fitness & Aquatic Centre 122 Ramillies Road	T-118				4	5		
Total estimated usage				106	175	124	9	5	11

**ANNEX "B"**

**BASIS OF PAYMENT**

*Annex B includes the Estimated No. of Mats/Weeks and Extended Price columns. Upon issuance of the Contract, wording that is italicized will be deleted from Annex B. If there is a discrepancy between the provided firm unit prices and the Extended Prices, the unit prices will take priority. Estimated quantities are based on forecasted requirements by DND and do not represent the actual required amounts. The Estimated quantities is for the sole purpose of establishing an evaluation tool, based only on a best estimate, and in no way reflects the actual quantity expected or any commitment on the part of Canada.*

For the Work as detailed in Annex "A", Requirement.

Prices are firm, all-inclusive in Canadian dollars. Transportation charges, Customs duties and Excise taxes are included; Applicable Taxes are extra.

**(A) Year 1 – Date of Contract Award to 31 October 2019**

**1. Weekly Requirement - 1 November - 31 March**

Item	Requirement	<i>Estimated No. of Mats</i>	Firm Weekly Price per Mat	<i>Estimated No. of Weeks</i>	<i>Extended Price</i>
Standard Mat					
1	3x5	106		22	
2	4x6	175		22	
3	3x10	124		22	
4	4x8	9		22	
Scrapper Mat					
5	3x5	5		22	
6	4x6	11		22	

**1. Total Weekly Extended Price \$ \_\_\_\_\_**

**2. Bi-Weekly Requirement - 1 April - 31 October**

Item	Requirement	<i>Estimated No. of Mats</i>	Firm Bi-Weekly Price per Mat	<i>Estimated No. of Weeks</i>	<i>Extended Price</i>
Standard Mat					
1	3x5	106		15	
2	4x6	175		15	
3	3x10	124		15	
4	4x8	9		15	
Scrapper Mat					
5	3x5	5		15	
6	4x6	11		15	

**2. Total Bi-Weekly Extended Price \$ \_\_\_\_\_**

**YEAR 1 TOTAL (1. + 2.) \$ \_\_\_\_\_**

**(B) Year 2 –1 November 2019 to 31 October 2020**

**1. Weekly Requirement - 1 November - 31 March**

Item	Requirement	Estimated No. of Mats	Firm Weekly Price per Mat	Estimated No. of Weeks	Extended Price
<b>Standard Mat</b>					
1	3x5	106		22	
2	4x6	175		22	
3	3x10	124		22	
4	4x8	9		22	
<b>Scraper Mat</b>					
5	3x5	5		22	
6	4x6	11		22	

**1. Total Weekly Extended Price \$ \_\_\_\_\_**

**2. Bi-Weekly Requirement - 1 April - 31 October**

Item	Requirement	Estimated No. of Mats	Firm Bi-Weekly Price per Mat	Estimated No. of Weeks	Extended Price
<b>Standard Mat</b>					
1	3x5	106		15	
2	4x6	175		15	
3	3x10	124		15	
4	4x8	9		15	
<b>Scraper Mat</b>					
5	3x5	5		15	
6	4x6	11		15	

**2. Total Bi-Weekly Extended Price \$ \_\_\_\_\_**

**YEAR 2 TOTAL (1. + 2.) \$ \_\_\_\_\_**

**(C) Option Year 1 – 1 November 2020 to 31 October 2021**

**1. Weekly Requirement - 1 November - 31 March**

Item	Requirement	Estimated No. of Mats	Firm Weekly Price per Mat	Estimated No. of Weeks	Extended Price
<b>Standard Mat</b>					
1	3x5	106		22	
2	4x6	175		22	
3	3x10	124		22	
4	4x8	9		22	
<b>Scrapper Mat</b>					
5	3x5	5		22	
6	4x6	11		22	

**1. Total Weekly Extended Price \$ \_\_\_\_\_**

**2. Bi-Weekly Requirement - 1 April - 31 October**

Item	Requirement	Estimated No. of Mats	Firm Bi-Weekly Price per Mat	Estimated No. of Weeks	Extended Price
<b>Standard Mat</b>					
1	3x5	106		15	
2	4x6	175		15	
3	3x10	124		15	
4	4x8	9		15	
<b>Scrapper Mat</b>					
5	3x5	5		15	
6	4x6	11		15	

**2. Total Bi-Weekly Extended Price \$ \_\_\_\_\_**

**OPTION YEAR 1 TOTAL (1. + 2.) \$ \_\_\_\_\_**

**(D) Option Year 2 – 1 November 2021 to 31 October 2022**

**1. Weekly Requirement - 1 November - 31 March**

Item	Requirement	Estimated No. of Mats	Firm Weekly Price per Mat	Estimated No. of Weeks	Extended Price
<b>Standard Mat</b>					
1	3x5	106		22	
2	4x6	175		22	
3	3x10	124		22	
4	4x8	9		22	
<b>Scraper Mat</b>					
5	3x5	5		22	
6	4x6	11		22	

**1. Total Weekly Extended Price \$ \_\_\_\_\_**

**2. Bi-Weekly Requirement - 1 April - 31 October**

Item	Requirement	Estimated No. of Mats	Firm Bi-Weekly Price per Mat	Estimated No. of Weeks	Extended Price
<b>Standard Mat</b>					
1	3x5	106		15	
2	4x6	175		15	
3	3x10	124		15	
4	4x8	9		15	
<b>Scraper Mat</b>					
5	3x5	5		15	
6	4x6	11		15	

**2. Total Bi-Weekly Extended Price \$ \_\_\_\_\_**

**OPTION YEAR 2 TOTAL (1. + 2.) \$ \_\_\_\_\_**

**TOTAL EVALUATED PRICE:**

**[YEAR 1 TOTAL + YEAR 2 TOTAL + OPTION YEAR 1 TOTAL + OPTION YEAR 2 TOTAL]:**

**\$ \_\_\_\_\_**

**ANNEX "C"**

**TASK AUTHORIZATION USAGE REPORTING FORM**

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Usage Reports are due 30 days after the end of the quarter.

The Contractor must provide information on each completed TA using the following format:

<b>TA NUMBER</b>	<b>TA DOLLAR VALUE (TAX INCLUDED)</b>	<b>CUMULATIVE TA DOLLAR VALUE (TAX INCLUDED)</b>	<b>COMMENTS</b>
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

**SEND TO:** The Contracting Authority's indicated e-mail address, found under section 5.1 Contracting Authority.



Solicitation No. - N° de l'invitation  
W0113-18CS16/A  
Client Ref. No. - N° de réf. du client  
W0113-18CS16

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41059

Buyer ID - Id de l'acheteur  
TOR219  
CCC No./N° CCC - FMS No./N° VME

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expédiez à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débuter les travaux.

**Nota :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

Solicitation No. - N° de l'invitation  
W0113-18CS16/A  
Client Ref. No. - N° de réf. du client  
W0113-18CS16

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41059

Buyer ID - Id de l'acheteur  
TOR219  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "E" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

**ANNEX "F"**

**ADDITIONAL CERTIFICATIONS**

**1. Board of Directors**

In accordance with Section 1, Integrity Provisions, of the Standard Instructions bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name - \_\_\_\_\_

**2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Bidders are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.