



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
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**SOLICITATION CLOSES
L'INVITATION PREND FIN**

**at - à 2:00 PM
on - le November 27, 2018**

**TIME ZONE - FUSEAU HORAIRE
Eastern Standard Time (EST)**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITIONS**

Proposal to: Department of National Defence (DND)

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 au : ministère de la Défense nationale (MDN)

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

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT / DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ**

Issuing Office - Bureau de distribution

Director of Services Contracting (D Svcs C) 3
Department of National Defence
101 Colonel By Drive
Ottawa ON K1A 0K2

Title - Sujet Pharmaceutical Grade Walk-In Refrigerators & Freezers	
Solicitation No. - N° de l'invitation W6369-18-A030/A	
Date of Solicitation - Date de l'invitation October 18, 2018	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À : By e-mail to: Binh.duong@forces.gc.ca Director Services Contracting (D Svcs C) 3-2-8-2 Attention: Binh Duong	
Address enquiries to: Adresser toute demande de renseignements à : Binh Duong Telephone No. N° de téléphone E-Mail Address Courriel Binh.duong@forces.gc.ca	
Destination See herein.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. N° de téléphone E-Mail Address Courriel	
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

A. The bid solicitation is divided into seven 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

B. The Attachments include the Pricing Schedule, the Technical Evaluation, and any other attachments.

C. The Annexes include the Requirement, the Basis of Payment and any other annexes.

1.2 Summary

A. The Canadian Forces Health Services Group (CF H Svcs Gp), through the Department of National Defence (DND), has a requirement for the purchase, delivery and installation of two (2) pharmaceutical grade walk-in refrigerators and two (2) pharmaceutical grade walk-in freezers, including training, by 15 March 2019 or as soon as possible as detailed in Annex A of the Statement of Requirement.

B. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website

C. 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).



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- D. There is an optional site visit associated with this requirement. Consult Part 2 - Bidder Instructions.

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

- A. 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 \(SACC\) 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.
- B. 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.
- C. The 2003 (2018-05-22), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 02, Procurement Business Number, is deleted in its entirety;
 - (ii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - d. send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
 - (iii) Section 05, Submission of bids, subsection 2, paragraph e., is deleted in its entirety and replaced with the following:
 - e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the bid; and
 - (iv) Section 05, Submission of bids, subsection 4, is amended as follows:
 - Delete: 60 days
 - Insert: 120 days
 - (v) Section 06, Late bids, is deleted in its entirety;
 - (vi) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
 - 07 Delayed bids
 - 1. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
 - (xii) Section 08, Transmission by facsimile, is deleted in its entirety; and
 - (xiii) Section 20, Further information, is deleted in its entirety.



2.2 Submission of Bids

- A. Bids must be submitted only to the Department of National Defence (DND) by the date, time, and place indicated on page 1 of the bid solicitation.
- B. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.2.1 Electronic Submissions

Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros, and/or links, may be rejected by DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

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 nonresponsive.

2.3.1 Definitions

- A. For the purposes of this clause:
 - (i) "Former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11 (<http://laws-lois.justice.gc.ca/eng/acts/F-11/FullText.html>), 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;
 - (ii) "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; and



- (iii) "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.

2.3.2 Former Public Servant in Receipt of a Pension

A. As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

- (i) Name of former public servant; and
- (ii) Date of termination of employment or retirement from the Public Service.

C. 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](#) (<http://www.tbs-sct.gc.ca/hgw-cgf/business-affaire/gcp-agc/notices-avis/2012/10-31-eng.asp>) and the [Guidelines on the Proactive Disclosure of Contracts](#) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676>).

2.3.3 Work Force Adjustment Directive

A. Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

B. If so, the Bidder must provide the following information:

- (i) Name of former public servant;
- (ii) Conditions of the lump sum payment incentive;
- (iii) Date of termination of employment;
- (iv) Amount of lump sum payment;
- (v) Rate of pay on which lump sum payment is based;
- (vi) Period of lump sum payment including start date, end date and number of weeks; and



(vii) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

C. 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

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

B. 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

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

B. 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.

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Central Medical Equipment Depot (CMED), 105 Montgomery road, Petawawa ON, K8H 2X3 on 5 November 2018. The site visit will begin at 9 am to 2pm EST, in Building BB-104A.

Bidders are requested to communicate with the Contracting Authority no later than 29 October 2018 at 2pm to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Bidders are responsible for all costs associated with the optional site visit.

2.7 Improvement of Requirement During Solicitation Period

A. Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion.



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Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- A. Canada requests that Bidders provide their bid in separately bound sections as follows:
- Section I: Technical Bid: one (1) soft copy in PDF format by e-mail;
- Section II: Financial Bid: one (1) soft copy in PDF format by e-mail;
- Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
- Section IV: Additional Information: one (1) soft copy in PDF format by e-mail.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

3.2 Section I: Technical Bid

- A. In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- B. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- C. Any supporting technical documentation must be provided with the bid at time of bid closing. Technical brochures or technical data must be provided to verify compliance to the Technical requirements.

3.3 Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3

3.3.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3, Electronic Payment Instruments, to identify which ones are accepted.
- B. If Attachment 2 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.



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3.3.2 Exchange Rate Fluctuation

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

3.4 Section III: Certifications

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

3.5 Section IV: Additional Information

A. In Section IV of their bid, bidders should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation;
- (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- (iii) For Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
- (iv) For Part 2, article 2.5, Applicable Laws, of the bid solicitation: the province or territory if different than specified;
- (v) For Part 6, article 6.1, Security Requirement, of the bid solicitation, for each individual who will require access to classified or protected information, assets, or sensitive work sites:
 - (a) the name of the individual;
 - (b) the date of birth of the individual; and
 - (c) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
- (vi) Any other information submitted in the bid not already detailed.



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ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

- A. The Bidder must complete this pricing schedule and include it in its financial bid.
- B. The estimated quantity in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
- C. The firm lot prices specified below include all expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid, including the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex A, Statement of Requirement of the bid solicitation.
- D. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.
- E. All prices must be submitted in Canadian Dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

Item	Requirement Descriptions	Lot Price (Cdn \$)	Est. Quantity	Total Extended Price
		A	B	C = A X B
1	Delivery and installation of Pharmaceutical grade walk-in refrigerators	\$ _____	2	\$ _____
2	Delivery and installation of Pharmaceutical grade walk-in freezers	\$ _____	2	\$ _____
3	Completion of Operator Training	\$ _____	2	\$ _____
4	Completion of Technical Service Training	\$ _____	2	\$ _____
5	Completion of Validation Study and TA acceptance	\$ _____	4	\$ _____
Total Evaluated Price				\$ _____



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ATTACHMENT 2 TO PART 3 - 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); and
- Wire Transfer (International Only);



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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.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Attachment 1 to Part 4, Evaluation Criteria.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Lowest Evaluated Price, Mandatory Technical Criteria

- A. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- B. Should two (2) or more responsive bids achieve an identical lowest evaluated price, the bid with the highest level of combined experience in mandatory technical criterion M4 and M8 will be recommended for award of a contract.



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ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

1. Mandatory Technical Criteria

The following mandatory technical criteria must be demonstrated with supporting documentation in the form of a user manual, technical/sales brochure and certifications that must be provided with the Bidder's response at the time of bid submission. Failure to submit supporting documentation that clearly demonstrates the mandatory technical criteria listed below, may render the bid non-compliant and will not be given further consideration.

#	Pharmaceutical Grade Walk-in Refrigerator Requirement	Met	Not Met	Location in Manual or Proposal (title, page, etc)
M1	The Bidder must demonstrate that their proposed Pharmaceutical grade walk-in refrigerator have the following Certification and Compliance: a) Canadian Standards Association (CSA) certification (www.csagroup.org/global/en/about-csa-group/certification-marks-labels); or an equivalent proof of certification or proof of equivalency must be recognized by SCC (Standard Council of Canada) (www.scc.ca).			
M2	The Bidder must demonstrate that their proposed Pharmaceutical walk-in refrigerator is constructed of prefabricated modular panels.			
M3	The Bidder must demonstrate that their proposed Pharmaceutical walk-in refrigerator is environmentally friendly with Chlorofluorocarbon (CFC) and Hydrofluorocarbon (HCFC) free insulation panels, low ozone depletion potential and complies with 2003 Federal Halocarbon Regulations.			
M4	The Bidder must demonstrate their experience by providing a minimum of three (3) references for the successful installation of Pharmaceutical walk-in refrigerators in the last five (5) years from date of bid closing. References for each installation must include the contact name, phone number and the email address.			



#	Pharmaceutical Grade Walk-in Freezer Requirement	Met	Not Met	Location in Manual or Proposal (title, page, etc)
M5	<p>The Bidder must demonstrate that their proposed Pharmaceutical walk-in freezer have the following Certification and Compliance:</p> <p>b) Canadian Standards Association (CSA) certification (www.csagroup.org/global/en/about-csa-group/certification-marks-labels); or an equivalent proof of certification or proof of equivalency must be recognized by SCC (Standard Council of Canada) (www.scc.ca).</p>			
M6	<p>The Bidder must demonstrate that their proposed Pharmaceutical walk-in freezer is constructed of prefabricated modular panels.</p>			
M7	<p>The Bidder must demonstrate that their proposed Pharmaceutical walk-in freezer is environmentally friendly with Chlorofluorocarbon (CFC) and Hydrofluorocarbon (HCFC) free insulation panels, low ozone depletion potential and complies with 2003 Federal Halocarbon Regulations</p>			
M8	<p>The Bidder must demonstrate their experience by providing a minimum of three (3) references for the successful installation of Pharmaceutical walk-in freezers in the last five (5) years from date of bid closing.</p> <p>References for each installation must include the contact name, phone number and the email address.</p>			



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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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

- A. 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" 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#>).



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- B. 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.

5.2.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

- A. Before award of a contract, the following conditions must be met:
- (i) The Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
 - (iii) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (iv) The Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
 - (v) The Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
- B. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- C. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



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PART 7 - RESULTING CONTRACT CLAUSES

7.1 Requirement

The Contractor must provide the item(s) detailed under the Requirement at Annex A.

7.2 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 \(SACC\) Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2030 (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract, with the following modification(s):

- (i) Article 01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "Her Majesty" or "the Government"
means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

7.2.2 Supplemental General Conditions

A. The following Supplemental General Conditions apply to and form part of the Contract:

- (ii) 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information.

7.3 Security Requirements

The following security requirements apply and form part of the Contract.

7.3.1 Security Requirement for Canadian Supplies: PWGSC File N° W6369-18-A030

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (**DOS**), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.



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4. The Contractor/Offeror must comply with the provisions of the:
- a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.4.2 Delivery Date

All the deliverables must be received by 15 March 2019 or as soon as possible.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

- A. The Contracting Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Organization: _____
Address: Department of National Defence
101 Colonel By Drive
Ottawa ON K1A 0K2
Telephone: _____
E-mail: _____

- B. 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.

7.5.2 Technical Authority

- A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Organization: _____
Address: Department of National Defence (DND)
101 Colonel By Drive



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Telephone: _____

E-mail: _____

- B. The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

Name: _____

Title: _____

Address: _____

Telephone: _____

E-mail: _____

7.6 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](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) (PSSA) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) 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](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/contpolnotices/siglist-eng.asp) of the Treasury Board Secretariat of Canada (http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/contpolnotices/siglist-eng.asp).

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s), as specified in Annex B – Basis of Payment to the limitation of expenditure of \$ [amount to be detailed in the resulting contract]. 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.

7.7.2 Limitation of Price

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.

7.7.3 Method of Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:



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- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.7.4 Electronic Payment of Invoices - Contract

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

List to be updated in the resulting contract

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); and

7.7.5 Discretionary Audit

C0705C, Discretionary Audit

7.8 Invoicing Instructions

- A. 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.
- B. Each invoice must be supported by:
 - (i) A copy of the release document and any other documents as specified in the Contract;
 - (ii) A description of the Work delivered; and
 - (iii) A breakdown of the cost elements.
- C. Invoices must be distributed as follows:
 - (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance



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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.

7.9.2 Certifications - Contract

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario **or as specified by the bidder in its bid, if applicable.**

7.11 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:

- (i) The Articles of Agreement;
- (ii) The Supplemental General Conditions [4006](#) (2010-08-16).
- (ii) The General Conditions [2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods;
- (iii) Annex A, Statement of Requirement;
- (iv) Annex B, Basic of Payment;
- (v) the Contractor's bid dated **[date to be specified in the resulting contract]**, as clarified on **[date to be specified in the resulting contract, if required]**, and as amended on **[date to be specified in the resulting contract, if required]**.

7.12 Defence Contract

- A. The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1 (<http://laws-lois.justice.gc.ca/eng/acts/d-1/>), and must be governed accordingly.
- B. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the *Defence Production Act*.

7.13 SACC Manual Clauses

[A9062C](#), (2011-05-16) Canadian Forces Site Regulations
[B1501C](#), (2018-06-21) Electrical Equipment



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B7500C, (2006-06-16) Excess Goods
D2000C, (2007-11-30) Marking
D2001C, (2007-11-30) Labeling
D6010C, (2007-11-30) Palletization
G1005C, (2016-01-28) Insurance - No Specific Requirement

7.14 Shipping Instructions – Delivery at Destination

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

Delivered Duty Paid (DDP) Petawawa, ON Incoterms 2000 for shipments from a commercial contractor.

7.15 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

One (1) of the following two (2) options will be inserted in the resulting contract, as applicable:

7.16 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.16 Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.



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ANNEX A - STATEMENT OF REQUIREMENT

1. BACKGROUND

In an effort to expand the Canadian Forces Health Services Group (CF H Svcs Gp) cold storage capacity, commercial food grade, walk-in refrigerators and freezers were installed in Petawawa in 2010. While adequate for the cold storage of food items, these refrigerators and freezers do not have the temperature tolerances required to properly store pharmaceuticals.

As a step in the process for CF H Svcs Gp to obtain Health Canada Good Manufacturing Practices (GMP) certification, the replacement of these food-grade refrigerators with pharmaceutical grade ones has been deemed essential.

2. REQUIREMENT

The Canadian Forces Health Services Group (CF H Svcs Gp), through the Department of National Defence (DND), has a requirement for two (2) pharmaceutical grade walk-in refrigerators and two (2) pharmaceutical grade walk-in freezers to be delivered and installed at the Central Medical Equipment Depot (CMED) in Petawawa, ON, by 15 March 2019 or as soon as possible. There is also a requirement for Operator Training, Technical Service Training for DND HVAC personnel and completion of a validation study for each refrigerator and freezer installed.

Each of the pharmaceutical grade walk-in refrigerators and freezers must meet the certification and compliance listed in Section 3 and the technical specifications listed in Appendix 1 and Appendix 2 of this Requirement.

3. CERTIFICATION AND COMPLIANCE

Each Pharmaceutical Grade Walk-In Refrigerator and Freezer must meet the following certification:

- a) Canadian Standards Association (CSA) certification (www.csagroup.org/global/en/about-csa-group/certification-marks-labels); or an equivalent proof of certification or proof of equivalency must be recognized by SCC (Standard Council of Canada) (www.scc.ca).
- b) National Vaccine Storage and Handling Guidelines for Immunization Providers 2015 (<https://www.canada.ca/en/public-health/services/publications/healthy-living/national-vaccine-storage-handling-guidelines-immunization-providers-2015.html#a3>).
- c) UL Flame Spread-25 and ULC Flame Spread-50 in accordance with ASTM E-84.
- d) Refrigerant must be environmentally friendly with low ozone depletion potential and comply with 2003 Federal Halocarbon Regulations.

4. TRAINING

4.1 Operator Training

The Contractor must provide two (2), minimum four (4) hours each, onsite, hands-on operator training sessions for CF H Svcs Gp Petawawa facility personnel. Each session will be for a group estimated at between six (6) to eight (8) personnel. As a minimum, the training must provide personnel with the knowledge necessary to operate the refrigerators and freezers, navigate the



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various menus, replace the chart recorder paper and include basic troubleshooting and operator maintenance. The Contractor must provide, at a minimum, two (2) hardcopies and one (1) soft copy in PDF format of all equipment manuals in both official languages (English and French).

4.2 Technical Service Training

The Contractor must provide two (2), minimum six (6) hours each, onsite, hands-on technical service training for DND HVAC personnel at the Petawawa facility. Each session will be for a group estimated at between six (6) to eight (8) personnel. As a minimum, the training must provide personnel with the knowledge necessary to operate, troubleshoot and repair the HVAC system, as well as navigate the various system menus controlling the HVAC. The Contractor must provide, at a minimum, two (2) hardcopies and one (1) soft copy in PDF format of all HVAC component manuals (wiring diagrams, schematics, refrigerant lines, evaporator coil, heat exchanger, coil, excreta, etc.) in both official languages (English and French).

4.3 Training Location

Training is to take place at the CF H Svcs Gp facility in Petawawa, prior to completion of the Health Canada Good Manufacturing Practices (GMP) certification.

4.4 Training Costs

All Contractor related costs associated with the performance of the on-site training (inclusive of the training manuals, reference materials, documentation, tuition, and Contractor's travel and living expenses) must be included in the firm contract price.

5. VALIDATION

Prior to acceptance by the contract technical authority, the Contractor must successfully conduct a validation study on each of the refrigerators and freezers to ensure compliance with Health Canada Good Manufacturing Practices. In the event one or all refrigerators and freezers fail the validation study, the Contractor must make any and all repairs required to achieve a successful test at no additional charge to DND.

6. LANGUAGE OF WORK

All written and verbal communication between the Contractor and DND/CF H Svcs Gp must be in English.

7. FACILITY INFORMATION

The CF H Svcs Gp facility is located at 105 Montgomery road, Petawawa ON. It is open Monday to Friday, subject to statutory holidays, and has regular business hours of 7:30 am to 4:00 pm. This is a secure facility so Contractor personnel will be escorted at all times.

The Contractor must be available to work Monday to Friday, commencing no earlier than 7:30 am and ending no later than 4:00 pm daily. In the event that the Contractor wishes to work on weekends or outside the normal working hours of the facility, the Contractor must provide the DND site coordinator with a minimum of 48 hours written notice so proper security arrangements can be made.

**APPENDIX 1 TO ANNEX A – STATEMENT OF REQUIREMENT****8. WALK-IN REFRIGERATOR – DESCRIPTION AND SPECIFICATIONS**

Each pharmaceutical grade walk-in refrigerator must meet the following Specifications:

8.1 Dimensions

Each pharmaceutical grade walk-in refrigerator must be 144 inches wide x 240 inches deep x 108 inches high with +/- 12 inches of tolerance in dimensions.

8.2 Panels

- a) Panels must be constructed of prefabricated modular panels and finished in aluminum or stainless steel.
- b) Panels must have a minimum of four (4) inches of core polyurethane insulation, 100% foamed-in-place, which is chlorofluorocarbons (CFC) and Hydrofluorocarbons (HCFC) free.
- c) Panels must have a minimum R-value of R27.
- d) Panels must possess cam-lock closers for a secure and tight fit between joints.
- e) External surfaces of each panel must be finished using paint, powder coating or anodizing.
- f) All side and ceiling panels must be interchangeable using either a silicone or rubber gasket seal at all joints to ensure an air tight and waterproof seal. All external, internal seams and joints must be sealed with butyl sealant.

8.3 Floor

As the refrigerator will be installed on a non-insulated concrete floor, it must have a floor with the following specifications:

- a) Constructed of materials which are resistant to mold, water and rusting.
- b) Have a minimum of four (4) inches of core polyurethane insulation, 100% foamed-in-place, which is CFC and HCFC free.
- c) Have a minimum R-value of R27.
- d) Topped with a galvanized steel plate, capable of withstanding a minimum of 5000 pounds per square foot of evenly dispersed weight.
- e) Floor surface must be topped with stainless diamond plate or stainless tread plate.

8.4 Ramp

The exterior access ramp must be topped with stainless diamond plate or stainless tread plate. The ramp must be a minimum of 60 inches wide, with an 8:1 pitch, meaning for every eight (8) inches of horizontal travel there is one (1) inch of vertical rise, and capable of being left in place with the door closed.

8.5 Door and Frame

- a) Must be constructed of stainless steel.
- b) Must have a minimum R-value of R27.
- c) Must have a continuous magnetic seal, designed to adhere to the surface of metal doors, around the entire perimeter of the door to seal the gap between the door and door frame. The seal must be heated to prevent the buildup of condensation.
- d) Must include an inside safety release to prevent from being accidentally locked in.



- e) Must include a prewired, 115Vac, door frame heater.
- f) Must include a prewired, heated, 115Vac relief port to equalize pressure when the door is opened and closed.
- g) Must incorporate self-closing door hinges constructed of either stainless steel or be chrome plated.
- h) Door dimensions must be: minimum width of 60 inches x minimum height 78 inches, maximum 84 inches high.
- i) Door must include an interior and exterior aluminum kick plate, high enough to accommodate carts hitting door (~36 inches high).
- j) Door must include a handle with the ability to add a commercial grade, keyed, lock.
- k) Door must be right hand swing and centered on the 12 foot wide side of the refrigerator.

8.6 Control Panel

- a) Must be located on the exterior beside the lock side of the door.
- b) The digital temperature display must read internal temperature.
- c) The digital temperature display must have minimum display height of half (1/2) inch.
- d) The secondary, seven (7) day, chart recorder must provide after-hours monitoring of internal temperatures.
- e) Must have audible and visible alarms if the internal temperature falls to one (1) degree Celsius or goes above eight (8) degrees Celsius for more than 30 minutes.
- f) Must have remote alarm contacts for connection to an internal remote alarm system.

8.7 Lighting

- a) Must be vapor proof.
- b) Must have one (1) or two (2) ceiling mounted LED.
- c) Lighting system with a minimum light intensity of 70 foot candles when measured on the floor in each of the four (4) corners.
- d) Lighting system must include a motion sensor to turn lights on and the ability to turn lights off after not sensing motion for five (5) minutes.

8.8 Technical Data

- a) All refrigerators must be capable of reaching and maintaining an internal temperature of four (4) degrees Celsius with one (1) degree Celsius accuracy.
- b) All refrigerator compressors must be located outside of the building.
- c) All refrigerators must meet Canadian Electrical Code (CEC) requirements.
- d) All refrigerators must be able to operate with our electrical service i.e. 208 volts-30 cycle-3 phase.
- e) Must provide a minimum of 10, weatherproof 15 AMP Duplex electrical receptacles.

**APPENDIX 2 TO ANNEX A – STATEMENT OF REQUIREMENT****9. WALK-IN FREEZER – DESCRIPTION AND SPECIFICATIONS**

Each pharmaceutical grade walk-in freezer must meet the following Specifications:

9.1 Dimensions

Each pharmaceutical grade walk-in freezer must be 144 inches wide x 240 inches deep x 108 inches high with +/- 12 inches of tolerance in dimensions.

9.2 Panels

- a) Panels must be constructed of prefabricated modular panels and finished in aluminum or stainless steel.
- b) Panels must have a minimum of four (5) inches of core polyurethane insulation, 100% foamed-in-place, which is CFC and HCFC free.
- c) Panels must have a minimum R-value of R35.
- d) Panels must possess cam-lock closers for a secure and tight fit between joints.
- e) External surfaces of each panel must be finished using paint, powder coating or anodizing.
- f) All side and ceiling panels must be interchangeable using either a silicone or rubber gasket seal at all joints to ensure an air tight and waterproof seal. All external, internal seams and joints must be sealed with butyl sealant.

9.3 Floor

As the freezer will be installed on a non-insulated concrete floor, it must have a floor with the following specifications:

- a) Constructed of materials which are resistant to mold, water and rusting.
- b) Have a minimum of four (5) inches of core polyurethane insulation, 100% foamed-in-place, which is CFC and HCFC free.
- c) Have a minimum R-value of R35.
- d) Topped with a galvanized steel plate, capable of withstanding a minimum of 5000 pounds per square foot of evenly dispersed weight.
- e) Floor surface must be topped with stainless diamond plate or stainless tread plate.

9.4 Ramp

The exterior access ramp must be topped with stainless diamond plate or stainless tread plate. The ramp must be a minimum of 60 inches wide, with an 8:1 pitch, meaning for every eight (8) inches of horizontal travel there is one (1) inch of vertical rise, and capable of being left in place with the door closed.

9.5 Door and Frame

- a) Must be constructed of stainless steel.
- b) Must have a minimum R-value of R35.
- c) Must have a continuous magnetic seal, designed to adhere to the surface of metal doors, around the entire perimeter of the door to seal the gap between the door and door frame. The seal must be heated to prevent the buildup of condensation.
- d) Must include an inside safety release to prevent from being accidentally locked in.



- e) Must include a prewired, 115Vac, door frame heater.
- f) Must include a prewired, heated, 115Vac relief port to equalize pressure when the door is opened and closed.
- g) Must incorporate self-closing door hinges constructed of either stainless steel or be chrome plated.
- h) Door dimensions must be: minimum width of 60 inches x minimum height 78 inches, maximum 84 inches high.
- i) Door must include an interior and exterior aluminum kick plate, high enough to accommodate carts hitting door (~36 inches high).
- j) Door must include a handle with the ability to add a commercial grade, keyed, lock.
- k) Door must be right hand swing and centered on the 12 foot wide side of the freezer.

9.6 Control Panel

- a) Must be located on the exterior beside the lock side of the door.
- b) The digital temperature display must read internal temperature.
- c) The digital temperature display must have a minimum display height half (1/2) inch.
- d) The secondary, seven (7) day, chart recorder must provide after-hours monitoring of internal temperatures.
- e) Must have an audible and visible alarm if the internal temperature falls to minus 40 degrees Celsius or goes above minus 15 degrees Celsius for more than 30 minutes.
- f) Must have remote alarm contacts for connection to an internal remote alarm system.

9.7 Lighting

- a) Must be vapor proof
- b) Must include one (1) or two (2) ceiling mounted LED.
- c) Lighting system must have a minimum light intensity of 70 foot candles when measured on the floor in each of the four (4) corners.
- d) Lighting system must include a motion sensor to turn lights on and the ability to turn lights off after not sensing motion for five (5) minutes.
- e) Lighting system must have a manual light switch.

9.8 Technical Data

- a) All freezers must be capable of reaching and maintaining an internal temperature of minus 30 degrees Celsius with five (5) degree Celsius accuracy.
- b) All freezer compressors must be located outside of the building,
- c) All freezers must meet Canadian Electrical Code (CEC) requirements and
- d) All freezers must be able to operate with our electrical service i.e. 208 volts-30 cycle-3 phase.
- e) All freezers must have an automatic defrost cycle, minimum twice daily, to prevent ice build-up around the evaporator. The defrost cycle must be of sufficient time and duration to ensure the ice build-up on the evaporator is melted but that the internal temperature in freezer does not rise above minus 20 degrees Celsius.

**APPENDIX 3 TO ANNEX A – STATEMENT OF REQUIREMENT****10. INSTALLATION OF WALK-IN REFRIGERATOR AND FREEZER****10.1 SCHEDULING**

Within five (5) working days of contract award, the Contractor must submit a construction schedule for the work, which must be submitted indicating anticipated progress stages within the time of completion. Minimum stages include:

- a) Mobilization
- b) Shop drawing submittal
- c) Order and delivery of major components and equipment
- d) Build and installation timeframes
- e) Final deficiency corrections
- f) Training and validation

When the schedule has been reviewed and approved by the Technical Authority (TA) the Contractor must take all necessary measures to complete work within the scheduled timeframes. The schedule must not be changed without written approvals from the Contracting Authority.

10.2 CONTRACTOR RESPONSIBILITIES

- a) Based upon the supplied building diagrams and schematics, within fourteen (14) calendar days of contract award, provide the TA with the electrical and plumbing requirements for the walk-in refrigerators and freezers.
- b) Provide the necessary electrical cabling and plumbing to connect to existing sources, but do not make the physical connections.

10.3 DEPARTMENT OF NATIONAL DEFENCE RESPONSIBILITIES

- a) The Department of National Defence (DND) will be responsible for the removal and disposal of the existing commercial food grade refrigerator and freezer in accordance with the Contractor supplied work schedule.
- b) The DND will be responsible for making the final electrical and water connections to the supplied sources working in conjunction with the Contractor, and in accordance with the Contractor supplied documentation.

10.4 CONTRACTOR'S USE OF SITE

- a) Do not unreasonably encumber the site with material or equipment.
- b) Execute the work with the least possible interference or disturbance to the normal use of the existing premises. Make arrangements with the DND site coordinator to facilitate the work as stated.
- c) Contractor shall utilize assigned washroom facilities and shall maintain them neat and tidy.
- d) Accommodation will be made for limited on-site storage, at the discretion of the DND site coordinator, in area designated by the DND site coordinator
- e) Deliver materials in original and unopened containers or wrappings with Manufacturers' seals and labels intact and legible.
- f) Deliver materials in sufficient quantity to allow continuity of the work. Do not encumber site with unnecessary materials.



- g) All unused materials at the end of any working day shall be properly protected from damage.
- h) All materials, equipment, etc. to be handled and stored as not to interfere with the operation of the building.
- i) Remove waste materials and debris from the site at the end of each day. Leave the work area unencumbered upon completion of each work shift. Store materials and equipment.
- j) Ensure site is clean, orderly and neat at all times during the work shift. Provide additional cleaning as requested by the DND site coordinator.
- k) At the end of the project, remove dirt, dust and other disfigurements from all surfaces affected by the project including, but not limited to ceilings, walls, floors, fixtures and lights. Clean by dusting, damp wiping, washing, waxing and polishing to the satisfaction of the Engineer.
- l) Upon completion, remove scaffolding, temporary protections and surplus materials.
- m) Make good any defects noted at this stage.
- n) Clean areas affected under contract, to a condition at least equal to what previously existed and to satisfaction of the DND site coordinator.

10.5 SHIPPING AND RECEIVING

- a) Contractor must be on site to receive all shipments.
- b) Contractor is responsible to unload all shipments.
- c) Deliveries could be turned away if the contractor is not on site.
- d) Contractor materials are not to be left in the shipping and receiving area. The DND site coordinator may accept to assist the Contractor to load or unload goods and materials. Any movement of Contractor's materials will be at the request of the Contractor, however the site accepts no responsibility for any damage lost or stolen goods or materials. If the Contractor does not accept this condition the shipper will not assist the Contractor.

10.6 EQUIPMENT – CONTRACTOR PROVIDED

- a) Provide and maintain equipment such as temporary stairs, ladders, ramps, scaffolds, swing stages, runways, chutes and the like, as required for execution of work.
- b) Maintain conveying equipment such as cranes, hoists, derricks and the like, as required for execution of work.
- c) Assume complete responsibility for construction strength, placing, anchoring and operation of derricks, cranes, hoists and other mechanical contrivances used for work and ensure that loads carried thereon can be safely supported and be free from accidents to all persons.
- d) Comply with all governing safety regulations in force at the time of construction.
- e) Remove immediately such equipment when not required for work.
- f) Provide and maintain, on site, suitable fire extinguishers in sufficient quantities, as required by the Safety Code.

10.7 SAFETY

The Contractor must not permit their personnel to work alone on this project when the following activities are undertaken;

- a) Work assessment determines that the potential health & safety risk is high;
- b) Work requiring entry into or work within a Confined Space;
- c) Work requiring Lock-Out and Tag-Out;
- d) Work requiring use of fall arrest equipment;
- e) Work on scaffolding;



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- f) Work requiring supplied air respirators or similar equipment;
- g) Hot Work and/or Hot Tap activities;
- h) Work involving cranes or hoisting;
- i) Work or work situations identified by the DND site coordinator as having high health & safety risk potential.



ANNEX B - BASIS OF PAYMENT

- The firm lot prices specified below include all expenses that may need to be incurred to satisfy the terms of the contract, including any training materials and the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex A, Statement of Requirement.

All prices are in Canadian Dollars. Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included

Item	Requirement Descriptions	Lot Price (Cdn \$)	Est. Quantity	Total Extended Price
		A	B	C = A X B
1	Delivery and installation of Pharmaceutical grade walk-in refrigerators	\$ [amount to be detailed in the resulting contract]	2	\$ [amount to be detailed in the resulting contract]
2	Delivery and installation of Pharmaceutical grade walk-in freezers	\$ [amount to be detailed in the resulting contract]	2	\$ [amount to be detailed in the resulting contract]
3	Completion of Operator Training	\$ [amount to be detailed in the resulting contract]	2	\$ [amount to be detailed in the resulting contract]
4	Completion of Technical Service Training	\$ [amount to be detailed in the resulting contract]	2	\$ [amount to be detailed in the resulting contract]
5	Completion of Validation study and TA acceptance	\$ [amount to be detailed in the resulting contract]	4	\$ [amount to be detailed in the resulting contract]
Total Contract Price				\$ [amount to be detailed in the resulting contract]



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ANNEX C - SECURITY REQUIREMENT CHECK LIST (SRCL)



Government of Canada

Gouvernement du Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence		2. Branch or Directorate / Direction générale ou Direction CMP/D HS Del	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail The Canadian Armed Forces (CAF), through the Canadian Forces Health Services Group (CFHS Gp) has a requirement for two (2) pharmaceutical grade walk in refrigerators and two (2) pharmaceutical grade walk in freezers to be delivered and installed at the Central Medical Equipment Depot (CMED) in Petawawa, ON NLT 31 January 2019			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :			
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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

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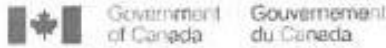


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PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE			NATO				CONSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Adress / Arrangements / Sites / Location																
Media / Support / Liaison / Média / Support / Liaison																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

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