



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Government of Canada Building

101 - 22nd Street East, Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

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

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/Réception
des soumissions Travaux publics et Services gouvernementaux
Canada

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

Title - Sujet DRS Radiator Servicing	
Solicitation No. - N° de l'invitation W0142-19X036/B	Date 2019-04-24
Client Reference No. - N° de référence du client W0142-19X036	
GETS Reference No. - N° de référence de SEAG PW-\$STN-205-5154	
File No. - N° de dossier STN-8-41048 (205)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-27	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Baessler, Nancy	Buyer Id - Id de l'acheteur stn205
Telephone No. - N° de téléphone (306) 241-2826 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RALSTON AB P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number **W0142-19X036/A** dated **2019-02-08** with a closing of **2019-03-13 at 2:00 pm, (CST)**. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 EPOST CONNECT SERVICE	4
1.4 DEBRIEFINGS	4
1.5 OPTIONAL SITE VISIT	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS	6
2.3 FORMER PUBLIC SERVANT	7
2.4 ENQUIRIES - BID SOLICITATION	8
2.5 APPLICABLE LAWS	8
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD	8
2.7 OPTIONAL SITE VISIT	8
PART 3 - BID PREPARATION INSTRUCTIONS	9
3.1 BID PREPARATION INSTRUCTIONS	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	11
4.1 EVALUATION PROCEDURES	11
4.2 BASIS OF SELECTION – LOWEST PRICE PER POINT	12
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	13
5.1 CERTIFICATIONS REQUIRED WITH THE BID	13
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	13
PART 6 - OTHER REQUIREMENTS	15
6.1 INSURANCE REQUIREMENTS	15
PART 7 - RESULTING CONTRACT CLAUSES	16
7.1 STATEMENT OF WORK	16
7.2 STANDARD CLAUSES AND CONDITIONS	17
7.3 SECURITY REQUIREMENTS	17
7.4 TERM OF CONTRACT	18
7.5 AUTHORITIES	18
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	19
7.7 PAYMENT	19
7.8 INVOICING INSTRUCTIONS	21
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	21
7.10 APPLICABLE LAWS	23
7.11 PRIORITY OF DOCUMENTS	23
7.12 DEFENCE CONTRACT	23
7.13 INSURANCE REQUIREMENTS	23
ANNEX "A"	24
STATEMENT OF WORK	24

Solicitation No. - N° de l'invitation
W0142-19X036/B
Client Ref. No. - N° de réf. du client
W0142-19X036

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

Buyer ID - Id de l'acheteur
stn205
CCC No./N° CCC - FMS No./N° VME

APPENDIX 1 TO ANNEX A - RADIATOR ARTICLES.....	33
APPENDIX 2 TO ANNEX A – MOD 2289 FORM.....	35
APPENDIX 3 TO ANNEX A - BR FORM.....	36
APPENDIX 4 TO ANNEX A - DISCREPANCY REPORT	37
ANNEX “B”	41
BASIS OF PAYMENT	41
ANNEX “C”	43
INSURANCE REQUIREMENTS.....	43
ANNEX “D”	44
DND 626 TASK AUTHORIZATION FORM.....	44
ANNEX “E”	47
TASK AUTHORIZATION USAGE REPORT FORM.....	47
ANNEX “F”	49
TECHNICAL EVALUATION CRITERIA	49
ANNEX “G” TO PART 3 OF THE BID SOLICITATION.....	52
ELECTRONIC PAYMENT INSTRUMENTS	52

PART 1 - GENERAL INFORMATION

1.1 Introduction

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.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

The resulting Task Authorization Contract will be for repair, calibration, servicing and testing of **Radiator related Articles** used by British Army Training Unit Suffield (BATUS) in the repair and maintenance of British military platforms and equipment holdings at Canadian Forces Base (CFB) Suffield. The Direct Repair Scheme (DRS) Canada – Radiator TA contract will promote the expedient repair of the equipment, whilst reducing the strain on the United Kingdom (UK) supply system, air bridge and BATUS staff at CFB Suffield.

The quantities stated in Appendix 1 of Annex A are the estimated annual arising and are best estimates available. No guarantee can be given that the actual arising will occur in the quantities indicated.

The period of the Contract is from **date of award** for a **two year period**, inclusive.

The requirement is subject to a preference for Canadian goods and services.

1.3 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.

1.4 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.

1.5 Optional Site Visit

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:
subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or, if applicable, the email address identified in the bid solicitation.

- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;

-
- iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
 - i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
 - j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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: 120 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:

Bid Receiving Public Works and Government Services Canada
Government of Canada Building
101 22nd Street East, Suite 110
Saskatoon, SK
S7K 0E1

Epost: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca *Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Fax: (306) 975-5397

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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 five (5) 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 Alberta.

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 Improvement of Requirement During Solicitation Period

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. 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 five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 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 British Army Training Unit Suffield (BATUS), Canadian Forces Base (CFB) Suffield, Township Rd 153A, Ralston, AB T0J 2N0 on **Tuesday, May 14, 2019**. The site visit will begin at **8:30am**.

Bidders are requested to communicate with the Contracting Authority no later than **Thursday, May 9, 2019** 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.

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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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 in a thorough, concise and clear manner for carrying out the work.

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.

Section II: 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 "G" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "G" 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

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

[D5401T](#) (2007-11-20), Quality Plan – Solicitation

Section III: 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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and BATUS/MOD will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

Mandatory Technical Criteria

- a) Compliance with the Mandatory Technical Criteria as set out in Annex F – Mandatory Technical Criteria
- b) Submission of Quality Plan as set out in SACC Manual Clause 5401T (2007-11-30) Quality Plan – Solicitation

4.1.2 Financial Evaluation

- (a) The financial evaluation will be conducted by calculating the Total Bid Price using the Annex B – Basis of Payment to be completed by the bidders.
- (b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded. Canadian customs duties and excise taxes included.

4.1.2.1 Evaluation of Price

The total Bid Price will be determined as follows:

At Annex B – Basis of Payment

Item	1i	a + b
+	Item 1ii	a + b
+	Item 2	a + b
+	Item 5	a + b
+	Item 6	a + b

= Total Bid Price

4.2 Basis of Selection – Lowest Price per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. **The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.**

The following table is an example only.

Bidder	Quoted Price Excluding Taxes	Total Point Rated	Cost Per Point
Bidder 1	75,000.00	55	1363.63 per point
Bidder 2	92,000.00	72	1277.78 per point
Bidder 3	81,000.00	88	920.46 per point
Bidder 4	72,000.00	0	72000.00 per point

* In the above scenario, Bidder #3 would be declared the successful bidder.

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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

5.1.2.1.1 *SACC Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition.

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>), 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/canada/esdc/labour/s) 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

5.2.3.1.1 SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

5.2.3.2.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

Solicitation No. - N° de l'invitation
W0142-19X036/B
Client Ref. No. - N° de réf. du client
W0142-19X036

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

Buyer ID - Id de l'acheteur
stn205
CCC No./N° CCC - FMS No./N° VME

PART 6 - OTHER REQUIREMENTS

6.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.1.2 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.

7.1.2.1 Task Authorization Process

1. The G4 Procurement Staff with Delegated Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex D
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 CFB Suffield G4 Procurement Staff with Delegated Authority within seven (7) calendar days of its receipt, 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 CFB Suffield G4 Procurement Staff with Delegated 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.

7.1.2.2 Task Authorization Limit

The CFB Suffield G4 Procurement Staff with Delegated Authority may authorize individual task authorizations up to a limit of **\$100,000.00** Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 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. 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 basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 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.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence, G4 Procurement Staff. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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 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

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from **date of contract award** for a **two year period**, inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Baessler
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 101 22nd Street East, Suite 101
Saskatoon, SK S7K 0E1
Telephone: 306-241-2826
Facsimile: 306-975-5397
E-mail address: Nancy.Baessler@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.

7.5.2 Procurement Authority

The Procurement Authority for the Contract is:

** To be determined*

The Procurement 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 Procurement Authority; however, the Procurement 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 Technical Authority

The Technical Authority for the Contract is:

*** To be determined*

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.

7.5.4 Contractor's Representative (To be completed by bidder)

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

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 [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactivedisclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment – Firm Unit Price(s)

Basis of Payment Firm Unit Price applies to the following item in Annex B Basis of Payment:

6. Reports and Administration

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the Firm Unit Price(s), as specified in the Basis of Payment of Annex B. Customs duties 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 Basis of Payment - Task Authorization

Basis of Payment Task Authorization applies to the following items in Annex B Basis of Payment:

1. Labor
2. Transportation
3. Material and Replacement Parts
4. Shop Supplies
5. Meeting Attendance
7. Packaging

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid the Firm Unit Price(s), as specified in the Basis of Payment of Annex B. Customs duties included and Applicable Taxes are extra.

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contract.

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 Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.4 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 **\$TBD**. 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.

7.7.5 Method of Payment

7.7.5.1 Single Payment

Single Payment applies to the following items in Annex B, Basis of Payment

1. Labor
2. Transportation
3. Material and Replacement Parts
4. Shop Supplies
5. Meeting Attendance
7. Packaging

SACC Manual Clause H1000C (2008-05-12), Single Payment

7.7.5.2 Monthly Payment

Monthly Payment applies to the following items in Annex B, Basis of Payment

6. Reports and Administration

SACC Manual Clause H1008C (2008-05-12), Monthly Payment

7.7.6 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C2000C (2007-11-30), Taxes – Foreign-based Contractor
C2605C (2008-05-12), Canadian Customs Duties and Sales Tax – Foreign-based Contractor
C2608C (2015-02-25), Canadian Customs Documentation
C2610C (2007-11-30), Customs Duties – Department of Nation Defence – Importer

7.7.7. Discretionary Audit

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

7.7.8 Electronic Payment of Invoices – Contract

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

- a. To be determined*

7.7.9 Time Verification

C0711C (2008-05-12), Time Verification

7.8 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 release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. Submit (1) electronically to invoices@forces.gc.ca or mail (1) to;

Canadian Forces Base Suffield
Base Comptroller, Invoice Accounts
PO Box 6000, Stn Main
Medicine Hat, Alberta, Canada T1A 8K8
 - b. 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

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 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification
A9068C (2010-01-11), Government Site Regulations
D0035C (2018-06-21), Shipping Instructions (Department of National Defence): Foreign based Contractors
D2025C (2017-08-17), Wood Packaging Materials
D5604C (2008-12-12), Release Documents (Department of National Defence) – Foreign-based Contractor
D5605C (2010-01-11), Release Documents (Department of National Defence) – United States-based Contractor
D5606C (2017-11-28), Release documents (Department of National Defence) - Canadian-based contractor
D5510C (2017-08-17), Quality assurance authority (Department of National Defence): Canadian-based contractor
D5515C (2010-01-11), Quality Assurance Authority (Department of National Defence): Foreign-based and United States Contractor
D5540C (2010-08-16), ISO 9001:2008 Quality Management Systems – Requirements (Quality Assurance Code Q)
D6010C (2007-11-30), Palletization

7.9.4 Quality Plan

No later than 90 days after the effective date of the Contract, the Contractor must submit for acceptance by the Department of National Defence (DND) a Quality Plan prepared according to the latest issue (at contract date) of *ISO 10005:2018 "Quality management systems - Guidelines for quality plans"*. The Quality Plan must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan.

The documents referenced in the Quality Plan must be made available when requested by Public Works and Government Services Canada or DND.

If the Quality Plan was submitted as part of the bidding process, the Contractor must review and, where appropriate, revise the submitted plan to reflect any changes in requirements or planning which may have occurred as a result of pre-contract negotiations.

Upon acceptance of the Quality Plan by DND, the Contractor must implement the Quality Plan. The Contractor must make appropriate amendments to the Quality Plan throughout the term of the contract to reflect current and planned quality activities. Amendments to the Quality Plan must be acceptable to DND.

** If the Contract includes the option for software design, development or maintenance of software, the Contractor must interpret the requirements of ISO 9001:2008 "Quality management systems - Requirements", according to the guidelines of the latest issue (at contract date) of ISO/IEC 90003:2004 "Software engineering - Guidelines for the application of ISO 9001:2000 to computer software".*

**** Not relevant to this particular requirement as software design, development and maintenance is NOT required.***

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21) General Conditions, Higher Complexity- Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirement;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____

7.12 Defence Contract

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

7.13 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for

Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"

STATEMENT OF WORK

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding Between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."

1. DRS CANADA – RADIATOR ABBREVIATIONS LIST

Ser	Abbreviation	Definition
1	105 Sqn	Stores Section 105 Squadron
2	BR	Beyond Economical Repair
3	BG	Battle-Groups
4	BATUS	British Army Training Unit Suffield
5	BATUS SO2 ES	BATUS Staff Officer Grade 2 Equipment Support
6	CFB	Canadian Forces Base
7	CofC	Certificate of Conformity
8	CEI	Contract Embodiment Item
9	CWA	Contract Work Arising
10	CSI	Contract Support Item
11	CWI	Contract Work Item
12	DMC	Domestic Management Code
13	DRS	Direct Repair Scheme
14	IPR	Intellectual Property Rights
15	ISPM	International Standards for Phytosanitary Measures
16	MHE	Materials Handling Equipment
17	MOD	Ministry of Defence
18	MPC	Material Priority Code
19	NATO	North Atlantic Treaty Organization
20	NSN	NATO Stock Number
21	NSR	New Stores Reject
22	OEM	Original Equipment Manufactured
23	PPQ	Primary Packaging Quantity
24	PSA	Public Store Account
25	PSPC	Public Services and Procurement Canada
26	QM Tech	Quartermaster Technical Department
27	SOW	Statement of Work
28	SPC	Special Protective Container
29	STTE	Special Jigs, Tools and Test Equipment
30	TA	Task Authorization
31	UK	United Kingdom

2. DRS CANADA – RADIATOR DEFINITIONS

- 2.1. In the SOW the following words and expressions shall have the meanings given to them, except where the context requires a different meaning:
- a. 'Articles' means all items which the Contractor is required under the Contract to conduct work on;

-
- b. 'Concessions' means permission to use, embody (incorporate a product into an equipment, system or platform), deliver, or release a product that does not conform in full to contract requirements.
 - c. 'Contract Work Item' (CWI) is an item of materiel being worked on in accordance with the Contract. It is an item of materiel temporarily issued to the Contractor, without charge and for a specified period, typically for the purpose of undergoing repair, refurbishment, maintenance, servicing, modification, or for the purposes of undergoing inspection, and which is subject to physical return in a specified condition.
 - d. 'Contract Support Item' (CSI) is an item of materiel or capital spare, provided to support work on a CWI in accordance with the Contract. It is an item of materiel provided to the Contractor for a particular purpose and specified period, with or without charge, which is subject to return in the same condition as issued, fair wear and tear excepted, or is replaced with an identical item as new. All STC cases and containers must be recorded in the PSA as CSI. The cases and containers should be stored in a secure area pending their re-use or return to MOD.
 - e. 'Contract Embodiment Item' (CEI) is an item of materiel embodied in a CWI in accordance with the Contract. It is an item of materiel provided to the Contractor, without charge, for incorporation into an asset under manufacture, repair, refurbishment, maintenance, or servicing. Items may be issued as new acquisitions or from existing inventory holdings.
 - f. 'Contract Work Arising' (CWA) is an item of materiel removed from a CWI in accordance with the Contract for incorporation into another item of materiel, or for retention as a fixed asset or stock item.
 - g. 'Special Jigs, Tools' (STTE) are special jigs, tools, patterns, moulds, dies, manufacturing gauges and test equipment, together with any associated fixtures, fittings and software, necessary for the manufacture of the Articles or for the performance of any other work, which are not tools of the trade, as used by the Contractor in the performance of the Contract.
 - h. 'Holding Unit' means Stores Section 105 Squadron and Quartermaster Technical Department at BATUS where Articles shall be collected from and delivered to.
 - i. 'Materiel' is a generic term meaning equipment (including fixed assets), stores, supplies and spares.
 - j. 'Primary Packaging Quantity' means the quantity of an item of materiel selected as being the most suitable for packaging.

3. Objective.

- 3.1 This Statement of Work (SOW) is to initiate a Task Authorization (TA) contract for the repair, servicing, overhaul and/or manufacturing of Radiator and Charge Air Coolers articles used by British Army Training Unit Suffield (BATUS) in the repair and maintenance of British military platforms and equipment holdings at Canadian Forces Base (CFB) Suffield. The Direct Repair Scheme (DRS) Canada – Radiator TA will promote the expedient repair of the equipment, whilst reducing the strain on the United Kingdom (UK) supply system, air bridge and BATUS staff at CFB Suffield.

4. Background - British Army Training Unit Suffield (BATUS)

- 4.1 The principal task of BATUS is to plan and deliver up to four (4) exercises per year for British Army armoured, and armoured infantry Battle-Groups (BG) to train to UK MOD-mandated collective level standards. Each exercise consists of a period of live fire training followed by a period of Tactical Engagement System (TAS) training against an opposing force and are conducted in a harsh environment on demanding terrain lasting up to thirty-eight (38) days per exercise.
- 4.2 This training places high demands on the British military vehicle training fleet, which requires high levels of maintenance and repair resulting from normal wear and tear, or damage sustained through road traffic incidents. Maintenance and repair of the platforms and equipment is conducted by a military workshop manned by both British military personnel and locally employed civilians.
- 4.3 This Contract will be used to ensure the British military's radiator related stock is available to use in the maintenance and repair of the BATUS vehicle training fleet and its associated related ancillaries and sub-assemblies.

5. Response Times.

- 5.1 The Contractor must complete the work and deliver the Articles back to the relevant holding Unit at BATUS within twenty-eight (28) calendar days from date of collection unless otherwise requested by BATUS SO2 ES or their designated substitute.

6. Tasks

- 6.1 The British Army uses a variety of vehicles for its training; ranging from Main Battle Tanks (MBT) to Land Rovers. The unit has more than 1000 platforms of both tracked and wheeled vehicles that utilise diesel engines of various sizes. As with any water-cooled engine, radiators, and other matrixed items, must be repaired, serviced or overhauled on occasion. A requirement exists for these components that fall under the following categories:

- Radiators
- Air Charge Coolers
- Fluid / Oil Coolers
- Other matrixed components

These components all vary in size, weight, capacity and performance but will be fitted to the following types of platforms (Engine information included).

Tracked

- Challenger 2 Main Battle Tank – Diesel CV12 (Perkins) – 26.1L – 1200 BHP
- Challenger Armoured Repair and Recovery Vehicle (CRARRV) - Diesel CV12 – 26.1L – 1200 BHP
- Titan / Trojan Combat Engineering Vehicle – Diesel CV12 – 26.1L – 1200 BHP

- Terrier Combat Engineering Vehicle – Diesel C18 (Caterpillar) – 18.0L – 700 BHP
- Warrior Armoured Fighting Vehicle – Diesel CV8 – 17.4L – 550/600 BHP
- AS90 Tracked Artillery – Diesel V8 (Cummins) – 14.8L – 660 BHP
- Bulldog Armoured Fighting Vehicle – Diesel straight 6 (Cummins) – 5.9L – 250 BHP
- Combat Vehicle Tracked Reconnaissance (CVR(T)) - Diesel straight 6 (Cummins) – 5.9L – 250 BHP

Wheeled

- Oshkosh Wheeled Tanker Tractor – Diesel C12 (Caterpillar) – 11.9L – 445 BHP
- MAN Support Vehicle – Diesel – 6.87L – 326 BHP
- MAN Support Vehicle – Diesel – 10.52L – 440 BHP
- Leyland DAF Demountable Rack Offload and Pickup System (MMLC DROPS) – Diesel 350M (Perkins) – 350 BHP
- FODEN Demountable Rack Offload and Pickup System (IMMLC DROPS) - Diesel 350MX (Perkins) – 350 BHP
- Land Rover – Diesel 300 TDI (Land Rover) – 2.5L – 111 BHP

This list is not exhaustive as other types of platforms rotate through the training fleet regularly. However, these vehicles are representative of the types and sizes expected to be supported by the radiators contract.

Appendix 1 of Annex A gives an indication of the number of radiators and other matrixed items that were repaired from Apr 2018 to March 2019. These numbers are illustrative and will vary from year to year.

- 6.2 The Contractor must transport, inspect, repair, test, certify and return in and 'as new' condition in commercial packaging suitable for safe return to the holding unit (105) the Radiator Articles listed at Appendix 1 (but shall not be limited to those listed at Appendix 1).

7. Collection and Delivery

- 7.1 Articles will need to be collected and delivered back to the Holding Units¹ at BATUS up to daily as requested by BATUS SO2 ES or their designated substitute.
- 7.2 The Contractor should be aware that escorted access will be required from CFB Suffield personnel whilst on CFB Suffield premises. The Contractor must collect and deliver Articles for work with days and timings to be mutually agreed between BATUS SO2 ES or their designated substitute and the Contractor:
- 7.3 Deliveries and collections of Articles must be made at the same time, utilizing the same transportation. The Contractor shall not make any additional deliveries outside the scheduled collection frequencies without approval from BATUS SO2 ES or their designated substitute. This shall include where a second vehicle is required during a scheduled delivery.
- 7.4 There may be occasions where Material Handling Equipment (MHE) is required to move an Article. If an Article requires MHE, the MHE shall be provided by BATUS at the holding Unit location only.
- 7.5 The Contractor must acknowledge receipt of each Article at the point of collection from BATUS by signing MOD Issue Vouchers and a Freight Movement Note issued by the BATUS Desk Clerks in 105 Sqn and QM Tech. The Contractor shall be informed of the work required for the Article at the point of collection from BATUS using a MOD Form 2289 (Appendix 2).

¹ Stores Section 105 Squadron (105 Sqn) and Quartermaster Technical Department (QM Tech)

- 7.6 The risk of loss or damage to the Articles shall be with the Contractor from collection until delivery. Unless otherwise agreed, delivery of Articles will occur when BATUS, or a representative of the Technical Authority receipt the Articles back on to MOD Accounts.

8. Use of Subcontractors

- 8.1 Bidders must provide details of any proposed subcontractors or any plan to carry out repair and overhaul of any portion of the work to be performed outside the company's premises.

9. Inspection and Strip and Survey Report

- 9.1 The Contractor must notify the Technical Authority of any discrepancies with the collected Article by completing and submitting a Discrepancy Report (Appendix 4) to the Technical Authority. Where there is a discrepancy with the Article the Contractor must await further instruction from BATUS SO2 ES, or their designated substitute, before conducting any work or returning the Article to BATUS.
- 9.2 Following collection of an Article for work, the Contractor must carry out a detailed inspection to fully identify the type of repair and parts required.

10. Beyond Repair (BR)

- 10.1 If, during a Strip and Survey inspection of an Article, the Contractor considers that the Article is Beyond Repair (BR) the Contractor must immediately cease work on the Article.
- 10.2 The Contractor must submit an "Application to Dispose of BR Equipment" (Appendix 3) to the Technical Authority for approval and provide a fully priced estimate of all associated costs to repair the Article in support of this. The fully priced estimate must be submitted at the Strip and Survey stage, before any repair work on the Article has commenced, and must not be a result of back stripping or cannibalization.

11. Identification

- 11.1 The Contractor must attach an identification label to the repaired Article, indicating that it has been subject to repair, service or manufacture, which must list the following information:
- I. Repaired for Ministry of Defence (MOD) under DRS;
 - II. Technical Authority's Unique DRS Job Number (from MOD Form 2289);
 - III. Date of repair, service or manufacture respectively.

12. Testing

- 12.1 The Contractor shall subject the repaired Article to suitable static and dynamic testing and acceptance. The Technical Authority shall provide testing and acceptance specifications where available. Where this information is unavailable, the Contractor shall recommend suitable testing and acceptance Specifications for that Article. That Specification will be subject to approval from the Technical Authority before testing on that Article can be conducted.
- 12.2 The Contractor must be responsible for ensuring that all test equipment is maintained and calibrated to the applicable standard.

13. Deliverables

13.1 Meetings

- 13.1.1 The Contractor must attend Contract Review Meetings as and when required to formally review the performance of the Contract. These meetings shall be chaired by the Technical Authority, and the Procurement Authority and/or Contracting Authority may also attend. These meetings shall be held at a mutually agreed upon location. The Contractor must ensure appropriate representation is provided at these meetings to enable discussion of all items on the agenda, which shall include, but not be limited to:

- I. Compliance against Turnaround Times
- II. Stock Level
- III. Demands and Receipt Activity
- IV. Contract Articles and Repair Hours
- V. Risks, Issues and Opportunities
- VI. Non-Conforming Receipts
- VII. New Stores Rejects (NSR)

13.2 Reports

- 13.2.1 The Contractor must provide a Contract Performance Report to the Technical Authority, ten (10) working days prior to the Contract Performance meetings. The Contract Performance Report shall include data on, but not limited to, each agenda item to be discussed at the next Contract Performance Review Meeting.
- 13.2.2 The Contractor must provide a report to BATUS SO2 ES, or their designated substitute, on a weekly basis identifying where variances to the delivery dates of Articles are expected. The report shall identify as a minimum:
- i. The expected new delivery date of an Article;
 - ii. Explanation for the variance in delivery date;
 - iii. Mitigating actions being taken by the Contractor to meet the new delivery date.
- 13.2.3 Where there are no expected variances to the delivery dates of Articles, such a report does not need to be submitted.

14. Constraints

14.1 Quality Assurance

- 14.1.1 The Bidder must submit a Quality Plan as per SACC Manual Clause D5401T (2007-11-30) Quality Plan – Solicitation, as request under sub-paragraph 4.1.1(b) of Part 4 of the RFP.
- 14.1.2 A Government Quality Assurance Representative (GQAR) shall conduct a site visit to confirm adherence to the QMP provided after the 90 day period. The Contractor must maintain compliance with this for the duration of the Contract.
- 14.1.3 The Contractor must ensure all repairs are certified by a suitably qualified and experienced person (SQEP); certifications of any SQEP must be provided to the Technical Authority upon request.

15. Concessions

- 15.1 The Contractor is required to deliver Articles that comply in full with the Contract requirements. Exceptionally, however, there may be circumstances when it is to the Technical Authority's benefit to accept the delivery or use of products that do not conform to Contract requirements (e.g. urgent operational commitments). The Technical Authority

will only consider the acceptance of a non-conforming Article where there is clear and demonstrable benefit to the UK MOD.

16.1 Parts

- 16.1.1 BATUS has on hand some the parts listed in Appendix 1 of Annex A. The Contractor shall utilize these repair parts when such parts are required.
- 16.1.2 The Contractor must utilize Original Equipment Manufactured (OEM) parts supplied by BATUS for all repairs, unless otherwise approved in writing by the Technical Authority. Where parts cannot be obtained from BATUS the Contractor must be responsible for the procurement of the required parts.
- 16.1.3 The Contractor must provide a Certificate of Conformity (CofC), in accordance with the QMP, for all replacement parts procured by the Contractor. One copy of the CofC must be sent to the Technical Authority and must include the following information:
 - a. Contractor's name and address;
 - b. Contractor's unique CofC reference number;
 - c. Contract number;
 - d. Details of any approved concessions;
 - e. Acquirer name and organisation;
 - f. Delivery address;
 - g. Description of Article including part number, specification and configuration status;
 - h. Identification marks, batch and serial number(s) in accordance with the specification;
 - i. Quantities;
 - j. A signed and dated statement by the Contractor that Articles provided comply with the requirements of the Contract, and approved concessions;
 - k. Exceptions or additions to the above are to be documented.
- 16.1.4 The Contractor must demonstrate traceability and design provenance through the supply chain and must include in any relevant sub-contract the requirement for the information called for within the CofC. The Contractor must ensure that this information is provided to the Technical Authority.
- 16.1.5 All procured parts must meet or exceed the OEM specification where this is available, and must be purchased from competent suppliers.
- 16.1.6 Procurement of spare parts which exceed \$500.00 authorization from the Technical Authority shall be obtained.

17. Safety

- 17.1 The Contractor must immediately report any MOD equipment related failures or incidents that affect safety to the Technical Authority.

18. Consignment and Packaging

- 18.1 BATUS must provide all Articles to the Contractor for repair with the appropriate packaging where available. The Contractor must confirm during collection that the Article is contained within the appropriate packaging for transit. All crates and specialized wooden original packaging must be returned with the repaired item.
- 18.2 In the event the packaging is damaged or deficient, the Contractor must collect the Article in the current packaging and must be responsible for providing Commercial Packaging when the repaired Article is delivered back to the relevant BATUS Holding Unit. The Contractor shall be reimbursed for providing appropriate Commercial Packaging and shall return the original, damaged packaging to BATUS.

- 18.3 The Contractor must provide commercial packaging to provide ease of handling, ensures delivery of the Article in an undamaged and serviceable condition to BATUS, and is labelled to ensure the contents can be identified without need to breach the package.
- 18.4 The Contractor must mark or label an external surface of each package with the following information;
- i. Date of repair, service or remanufacture;
 - ii. Description of the Article(s);
 - iii. The full thirteen (13) digit NATO Stock Number (NSN) and Manufacturer's Part Number (if applicable);
 - iv. The quantity;
 - v. Contract Number and 2289 Form Control Number;
 - vi. Shelf life of Article(s) where applicable;
 - vii. Any statutory hazard markings and handling markings including the mass of any package which exceeds 3kg gross;
- 18.5 Where there is a failure of suitable Commercial Packaging provided by the Contractor, and this is attributed to the Contractor, then the Contractor shall be liable for the cost of replacing the packaging.
- 18.6 In the event that the wooden containers are damaged and requiring repair the Contractor shall provide BATUS with a quote for the inspection, repair and/or repaint of reusable metal or wooden containers. For Containers beyond repair, the Contractor shall ascertain whether a replacement is available from DND. If no replacement is available, the Contractor shall provide a proposal for a replacement and obtain written approval from the Technical Authority. If approved, it will become a charge against the contract at the approved rate.

19. Warranty

- 19.1 The Contractor must warrant that each repair or exchanged Article is fit for purpose and must provide a twelve (12) month warranty.
- 19.2 Warranty shall include work found to be unsatisfactory due to faulty workmanship or materials. The cost of rectification, including transport to and from BATUS, and the costs of any spare parts must be borne by the Contractor. The Technical Authority shall pay fair and reasonable prices for any transportation and work carried out by the Contractor to ascertain the cause of the fault where it is subsequently agreed the fault is not attributable to the Contractor.

20. Special Jigs, Tooling and Test Equipment

- 20.1 The Contractor shall provide all "Special Jigs, Tools etc.", meaning jigs, tools, patterns moulds, dies, manufacturing gauges and test equipment, together with any associated fixtures, fittings and software, necessary for the repair of the Articles, or for the performance of any other work in accordance with this Contract by Contract start date.

21. Redundant Materiel

- 21.1 All Redundant Materiel ² resulting from work carried out for the purposes of the Contract, which have been provided by the Technical Authority under the Contract, or which is otherwise owned by the Technical Authority, must be returned at contract expiry.

² Materiel identified is surplus to the requirement of the Contract for whatever reason.

22. Record Retention

- 22.1 The Contractor, and its sub-contractors, must maintain all records in connection with this SOW and make them available to the Technical Authority when requested on reasonable notice. The Contractor must retain all records, including inspection and test records for all Articles, for a period of at least six (6) years from the:
- a. End of the Contract term;
 - b. Termination of the Contract; or
 - c. Final payment, whichever occurs latest.

23. Acceptance and Invoicing

- 23.1 The Contractor must provide a detailed breakdown of all parts, labor, materials, supplies, packaging and narrative of what work was carried out on the invoice for each Article. Where applicable and requested, written certification must be provided to support any inspections performed by the Contractor where Departmental, Provincial or National standards are required.
- 23.2 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the General Conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment (Technical Authority);
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

APPENDIX 1 TO ANNEX A - RADIATOR ARTICLES

Platform	Item	Estimated Quantity to Repair*
Challenger 2 Main Battle Tank		
	Oil Cooler	32
Challenger Armored Repair and Recovery Vehicle (CRARRV)		
	Radiator	23
TITAN / TROJAN		
	Hydraulic Oil Cooler	19
	Air Charge Cooler	8
	Radiator	11
Warrior Armoured Fighting Vehicle		
	Air Charge Cooler	44
	Oil Cooler	10
	Radiator	21
Bulldog Armoured Fighting Vehicle		
	Radiator	13
Combat Vehicle Reconnaissance Tracked - CVR(T)		
	Radiator and Intercooler	21
	Oil Cooler	2
MAN SV		
	Radiator	1
DROPs (Leyland Daf and FODEN)		
	Radiator	6
Land Rover		
	Transmission Fluid Cooler	3
Total		182

* Based on numbers repaired between Apr 2018 and Mar 2019.

The number of items requiring repair during each year of the contract is estimated as shown in Appendix 1 of Annex A. The quantities stated herein are the best estimates available. No guarantee can be given these are estimates only.

This list is not exhaustive as other types of platforms rotate through the training fleet regularly. However, these vehicles are representative of the types and sizes expected to be supported by the radiators contract.

Solicitation No. - N° de l'invitation

W0142-19X036/B

Client Ref. No. - N° de réf. du client

W0142-19X036

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

stn205

CCC No./N° CCC - FMS No./N° VME

As per CTAT Office, National Defence, it has been determined that none of the Items contained in Appendix 1 to Annex A are subject to Canadian Controlled Goods regulations.

Solicitation No. - N° de l'invitation

W0142-19X036/B

Client Ref. No. - N° de réf. du client

W0142-19X036

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

stn205

CCC No./N° CCC - FMS No./N° VME

APPENDIX 2 TO ANNEX A – MOD 2289 FORM

MOD Direct Repair Scheme (DRS) Order for Services off a Running Contract

A - Nominated Repair Contractor

B - Contract Number

C - Control Number

D - UIN

E - Equipment Details

Vehicle / Equipment

VRN

Item

MJDI Demand No*

Qty

Target Date

NATO Stock No

Type of Repair

F - Unit Details (Do not use for payment)

It is confirmed that the item is not available through the stores system or the delivery time is not acceptable.

Address

Signature

Name

Demand No

Date

Collection Date

Signature

Tel No

Unit Ref No

G - Certification by Contractor

The work specified has been carried out satisfactorily. MOD parts (where provided) have been incorporated. The equipment has been inspected and tested and is considered safe & serviceable.

Signature

Name

Date

Contractor Stamp

H - Receipt by Unit

The equipment details above has been received after repair.

Signature

Name

Date

Unit Stamp

All DRS items must be accounted for through the MJDI Log IS system.

R2 RV No

Date

A1 RV No

Date

R2 IV No

Date

A1 IV No

Date

Solicitation No. - N° de l'invitation
W0142-19X036/B
Client Ref. No. - N° de réf. du client
W0142-19X036

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

Buyer ID - Id de l'acheteur
stn205
CCC No./N° CCC - FMS No./N° VME

APPENDIX 3 TO ANNEX A - BR FORM

APPLICATION FOR DISPOSAL OF BR/BER EQUIPMENT			Form P2 Issue 1
Suppliers Name / Address:			Form Ref. No:
		Contract/SOR Order No::	
Programme:		Order Item No:	
Telephone No:		*Delete as applicable	
Project: e.g.		WARRANTY / NON WARRANTY	
Type of Item/Equipment:			
Serial No:	Part No:	NSN:	
Brief Description of Condition of Item: -			
Signature:	Position:	Date:	
QA Comments:			
Signature:	Position:	Date	
MOD QAR Comments:			
Signature:	Position:	Date:	
AFG 1043 Serial No:			

Solicitation No. - N° de l'invitation
W0142-19X036/B
Client Ref. No. - N° de réf. du client
W0142-19X036

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

Buyer ID - Id de l'acheteur
stn205
CCC No./N° CCC - FMS No./N° VME

APPENDIX 4 TO ANNEX A - DISCREPANCY REPORT

DISCREPANCY REPORT

		Report No							
		Reference							
From:		To:							
Goods received by:		Goods despatched by (if different above):							
Invoice / A&I Note No	RV No	RV Date	Contract or LPO No	Demand order / Warrant No					
Section 1 - Transport details									
a: Carrier:			b: Type of transport (Tick one box only):						
			Road:	<input type="checkbox"/>					
			Rail:	<input type="checkbox"/>					
			Container:	<input type="checkbox"/>					
			Air:	<input type="checkbox"/>					
			Post:	<input type="checkbox"/>					
			Sea:	<input type="checkbox"/>					
			Name of Vessel(for Sea):						
Convoy/Carrier Note No	Wagon/Container/ Vehicle No	Wagon/Container seal No	Bill of Landing/ Air Waybill No	Freight shipment order No					
Section 2 - Details of discrepancy									
a: Reason for discrepancy (next page to contain any other information to show reason for discrepancy)									
Packaging:	<input type="checkbox"/>	Loss/Damage in Transit:	<input type="checkbox"/>	Fault Selection:	<input type="checkbox"/>				
b: Relevant information									
Date stores received:		Date stores unpacked:							
Packing loading list no:		Daily receipt sheet no:							
Notification No to carrier:		Notification to carrier date:							
Package numbers:									
Only to be completed if applicable to stores in question									
No of packages invoiced:		Weight packages invoiced:							
No of packages received:		Weight packages received:							
Package defect report No:		Package defect report date:							
Were the wagon/container seals intact?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Were the packages intact upon receipt?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Were the contents of broken packages checked on receipt?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
		Was the check made in front of carriers representative?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Was carriers note endorsed to show damage/discrepancy?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
MOD Stock reference:		Quantities:							
As invoiced	As received (if different)	Short item name	DofQ	Invoiced			Received		
				Serv	Rep	Scrap	Serv	Rep	Scrap

Section 2 - Continued	
c: Remarks by Unit receiving goods.	

Signed:	
Rank:	
Telephone No:	
Date:	

a: Reason for discrepancy (next page to contain any other information to show reason for discrepancy)			
a. Unit despatching goods (Consignor)	<input type="checkbox"/>	b. Result of investigation	<input type="checkbox"/>
		c. Report by inspectorate	<input type="checkbox"/>

Signed:	
Rank:	
Telephone No:	
Date:	

ANNEX "B"

BASIS OF PAYMENT

- Rates quoted must include ALL relative costs associated with providing the service, including pick-up and delivery of goods, in accordance with the Statement of Work, Annex "A", contained herein and remain firm for the period of the Contract.
- GST is not to be included in the firm unit prices but will be added to any invoice issued against the Contract.
- Estimated usages are for evaluation purposes only and will not form any part of the resulting standing offer; actual usage may vary from amounts shown.
- Bidders must provide a price for each line item to be considered responsive.
- *During certain periods throughout the year labor outside regular working hours may be required to meet increased demands. The requirement for work Outside Regular Working Hours will require pre-approval in writing by the BATUS SO2 ES or delegated representative.*

Item	Description	Year One (a)	Year Two (b)
1.	Labor: Direct or Productive for Personnel used exclusively in work		
	i. Regular Working Hours: Mon-Fri: 8am – 5pm		
	ii. Outside Regular Working Hours: Mon-Fri, Weekend & Stat Holidays		
	Repair:		
	i. Regular Working Hours	\$_____/hr	\$_____/hr
	ii. Outside Working Hours	\$_____/hr	\$_____/hr
2.	Transportation: Lump sum all-inclusive round-trip price for the transportation of items to and from CFB Suffield and Contractor's premises		
	Transportation	\$_____/trip	\$_____/trip
3.	Material and Replacement Parts (except free issue) At laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a markup of % (which includes purchasing expenses, internal handling, G&A expenses, and profit) excluding sales tax. Sales tax to be shown as separate item.	_____ %	_____ %

4.	Shop Supplies	Shop supplies (less oils and lubricants) are billable monthly in arrears for actuals used on the project. Where, in any month an invoice is likely to exceed the sum of \$200 it must be supported by a breakdown of the shop supplies being billed. No markup is authorized for shop supplies	
5.	Meeting Attendance: Lump sum all-inclusive price for attending each meeting.	\$____/meeting	\$____/meeting
6.	Reports and Administration: Lump sum all-inclusive price for reports and associated administration, spares collection, parts ordering, management information etc. (As indicated in 12.2 Reports)	\$____ / month	\$____ / month
7.	Packaging: i.Lump sum all-inclusive price for providing Commercial Packaging where required and where appropriate. ii.Repairing Special Protective Containers.	Billable for actuals used Billable as per approved quote	Billable for actuals used Billable as per approved quote

ANNEX "C"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance (G2001C)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$10,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - e. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - f. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

Solicitation No. - N° de l'invitation
W0142-19X036/B
Client Ref. No. - N° de réf. du client
W0142-19X036

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

Buyer ID - Id de l'acheteur
stn205
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

DND 626 TASK AUTHORIZATION FORM

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédiez à	_____ Date	
Delivery/Completion date – Date de livraison/d'achèvement	_____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

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 débiter 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
W0142-19X036/B
Client Ref. No. - N° de réf. du client
W0142-19X036

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

Buyer ID - Id de l'acheteur
stn205
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

TASK AUTHORIZATION USAGE REPORT FORM

TASK AUTHORIZATION USAGE REPORT FORM

Return to:

Public Works and Government Services Canada
Acquisition Branch
Facsimile: (306) 975-5397
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

SUPPLIER: _____

CONTRACT NUMBER: **W0142-19X036**

DEPT OR AGENCY: _____

Item No.	Task Number Description	Value of the Task (GST/HST excluded)
(A) Total Dollar Value of Tasks for this reporting period		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

NIL REPORT: We have not done any business with the federal government for this period []**PREPARED BY:**

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

ANNEX "F"

TECHNICAL EVALUATION CRITERIA

The Technical Evaluation Procedures for Bids consist of the following two (2) stages:

Stage 1 - Bids will be evaluated on all Mandatory Technical (M) Criteria.

Stage 2 - Bids meeting all Mandatory Technical (M) Criteria will be evaluated on the basis of the Point-Rated Technical Criteria;

STAGE 1:

1.1 Mandatory Technical Criteria

COMPLIANCE MATRIX – MINIMUM MANDATORY TECHNICAL CRITERIA

A complete list of the minimum mandatory technical criteria are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

Your proposal must address all subjects identified in the Technical Evaluation and Point Rated sections;

Skilled Labor
Location
Description of Facility
Experience
Quality Plan

4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

Item #	Technical Criteria	Status (M) Mandatory	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column
1	SKILLED LABOUR The Bidder must provide evidence of suitable qualifications, experience and knowledge for each individual that will certify the completion of repairs, servicing and manufacturing as detailed in the Statement of Work (Annex A).	M		
2	LOCATION The Bidder must provide copies of a valid business licenses to work in the province of Alberta and identifying that the location of the service provider's workshop is located within a road distance of 300 km or less from CFB Suffield.	M		
3	DESCRIPTION OF FACILITY The proposed facility must be adequate, in operating condition and with equipment necessary to provide services detailed in Annex A – Statement of Work. (Provide narrative addressing capacity, quality control, expertise etc.)	M		
4	EXPERIENCE The Service Provider must have at least 2 years direct experience in the repair, servicing, overhaul and/or manufacturing of Radiators and must provide proof of experience of this type of work.	M		

	The narrative must include sufficient detail to establish capabilities regarding volume, quality and expertise.			
5	QUALITY PLAN The Bidder must submit a Quality Plan as per SACC Clause D5401T (2007-11-30) Quality Plan – Solicitation.	M		

Government Representatives may conduct an on-site visit of the bidder's facility during the proposal evaluation stage to validate conformity to the mandatory requirements.

STAGE 2:

2.1 Point Rated Criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word “rated” or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation at bid closing, will be rated accordingly. The rated requirements are as follows:

1. EXPERIENCE

The Bidder must demonstrate they have successfully provided repair, servicing, overhaul and/or manufacturing of Radiators similar to those identified in the Statement of Work (Annex A) to clients such as Department of National Defence, heavy duty equipment/machinery operators, equipment/machinery involved in oil and gas industry or similar.

Details should include:

- Name(s) of the client organization(s)
- Period during which the service(s) were provided
- Detailed outline of the services provided

Name, telephone number and email address of the organization's contracting official, for verification purposes.

Criteria	Mark
• 10 + years of experience	30 / 30
• 6 to 9 years of experience	20 / 30
• 3 to 5 years of experience	10 / 30
• 0 to 2 years of experience	0 / 30

Solicitation No. - N° de l'invitation
W0142-19X036/A
Client Ref. No. - N° de réf. du client
W0142-19X036

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

Buyer ID - Id de l'acheteur
STN205
CCC No./N° CCC - FMS No./N° VME

ANNEX “G” 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)