



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 Calibration	
Solicitation No. - N° de l'invitation W0142-19X035/B	Date 2019-05-06
Client Reference No. - N° de référence du client W0142-19X035	
GETS Reference No. - N° de référence de SEAG PW-\$STN-205-5158	
File No. - N° de dossier STN-8-41049 (205)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-06-04	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 **W0142-19X035/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.

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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, and 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")."

For the repair, calibration, and certifying of Torque Wrenches, as well as the inspection, examination and testing of Jacks, 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 quantities stated in Appendix 1 and 2 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.

Solicitation No. - N° de l'invitation
W0142-19X035/B
Client Ref. No. - N° de réf. du client
W0142-19X035

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-8-41049

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

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 **12:45pm**.

Bidders are requested to communicate with the Contracting Authority no later than **May 10, 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 fiber 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 color 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

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 Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in Annex F.

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. FOB destination, 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	1iii	a + b
+ Item	1iv	a + b
+ Item	1v	a + b
+ Item	1vi	a + b
+ Item	1vii	a + b
+ Item	1viii	a + b
+ Item	1ix	a + b
+ Item	1x	a + b
+ Item	1xi	a + b
+ Item	1xii	a + b
+ Item	1xiii	a + b
+ Item	1xiv	a + b
+ Item	1xv	a + b
+ Item	1xvi	a + b
+ Item	1xvii	a + b
+ Item	1xviii	a + b
+ Item	1xix	a + b
+ Item	1xx	a + b
+ Item	1xxi	a + b
+ Item	1xxii	a + b

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File No. - N° du dossier
STN-8-41049

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

+ Item 1xxiii a + b
+ Item 1xxiv a + b
+ Item 1xxv a + b
+ Item 1xxvi a + b
+ Item 1xxvii a + b
+ Item 1xxviii a + b
+ Item 1xxix a + b
+ Item 1xxx a + b
+ Item 1xxxi a + b
+ Item 1xxxii a + b
+ Item 1xxxiii a + b
+ Item 2 a + b
+ Item 5 a + b
+ Item 6 a + b

= Total Bid Price

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract

* In the event of a tie, the bidder with the highest number of years' experience will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 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/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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PART 6 – INSURANCE 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

Task Authorization Process:

1. The CFB Suffield 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:

Nancy Baessler, Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch, Western Region
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.

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7.5.4 Contractor's Representative

Name: _____

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 proactive disclosure 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 (Jacks/Torque Wrenches/Repair)
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 Contractor.

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 – Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom 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 task authorization 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 (Jacks/Torque Wrenches/Repair)
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 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
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)
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
D6010C (2007-11-30), Palletization

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.

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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 – CALIBRATION, TESTING AND CERTIFICATION ABBREVIATIONS LIST

Ser	Abbreviation	Definition
1	105 Sqn	Stores Section 105 Squadron
2	BER	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	CEI	Contract Embodiment Item
8	CWA	Contract Work Arising
9	CSI	Contract Support Item
10	CWI	Contract Work Item
11	DMC	Domestic Management Code
12	DRS	Direct Repair Scheme
13	IPR	Intellectual Property Rights
14	LEE	Lifting Equipment Examiner
15	MOD	Ministry of Defence
16	NATO	North Atlantic Treaty Organization
17	NSN	NATO Stock Number
18	NSR	New Stores Reject
19	OEM	Original Equipment Manufactured
20	PPQ	Primary Packaging Quantity
21	PSA	Public Store Account
22	PSPC	Public Services and Procurement Canada
23	QM Tech	Quartermaster Technical Department
24	SOW	Statement of Work
25	STTE	Special Jigs, Tools and Test Equipment
26	SWL	Safe Working Load
27	TA	Task Authorization
28	UK	United Kingdom

2. DRS CANADA – CALIBRATION, TESTING AND CERTIFICATION 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:
- 'Articles' means all items which the Contractor is required under the Contract to conduct work on;
 - '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.

- c. '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 expected, 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.
- d. '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.
- e. '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.
- f. '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.
- g. 'Holding Unit' means Stores Section 105 Squadron and Quartermaster Technical Department at BATUS where Articles must be collected from and delivered to.
- h. 'Materiel' is a generic term meaning equipment (including fixed assets), stores, supplies and spares.
- i. '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, calibration, and certifying of Calibration and Testing equipment 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 – Calibration, Testing and Certification TA will promote the expedient repair and certification of the equipment, whilst reducing the strain on the United Kingdom (UK) supply system, air bridge and BATUS staff at CFB Suffield.

4. Background.

- 4.1 The principal task of BATUS is to plan and deliver up to four (4) exercises per year for British Army armored, and armored 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 training against an opposing force and are conducted in a harsh environment on demanding terrain lasting up to thirty-nine (39) 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 stock of calibration and testing equipment is available to use in the maintenance and repair of the BATUS vehicle training fleet and its associated related ancillaries and sub-assemblies. The known Calibration, Testing and Certification related Articles required for work under this SOW are listed at Appendix 1 and 2. There is scope for additional Calibration, Testing and Certification related Articles to be repaired, serviced, calibrated and certified, which shall be identified on an as needed basis.

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 must be maintained and repaired to support training. The maintainers, operators and mechanics (journeyman) who repair and maintain the vehicles use a variety of different tooling, included in this are Torque Wrenches and Jacks.
- 6.2 **Torque Wrenches** - BATUS utilise a variety of Torque Wrenches to ensure that vehicles are repaired and maintained to the correct standards. These range from small Torque Wrenches that are used in small electronic component repair, through to large Torque Wrenches that are used on the bolts holding the track together on Main Battle Tanks. To ensure that these Torque Wrenches are accurate, and safe to operate, they must be tested and calibrated each year.
- 6.3 The Torque Wrenches come in a variety of sizes, types, makes and models, a description of the current Torque Wrenches can be found at Appendix 1. This is not an exhaustive list and the quantities requiring calibration may vary each year.

- 6.4 The Contractor must service and repair (where economically practicable) and calibrate, in accordance with ISO 17025:2017, the Calibration and Testing Articles listed at Appendix 1, but shall not be limited to those listed at Appendix 1. The Contractor must keep records of the calibration and certification expiry dates for each of the Articles submitted for work under this SOW.
- 6.5 **Torque Wrenches: ISO 17025:2017** - The UK MOD operates a safety case for the use of Torque Wrenches across the entirety of Defence that stipulates that all Torque Wrenches are calibrated each year. This safety case is now being changed and will require that all UK MOD Torque Wrenches are calibrated at an ISO 17025 accredited laboratory. This will ensure that standards are maintained globally for all UK MOD owned and operated Torque Wrenches.
- 6.6 **Torque Wrenches: Technical Specification** - The UK MOD holds the Technical Specifications for some of its Torque Wrenches that will allow a contractor to calibrate the Torque Wrench using the correct procedure. These Technical Specifications will be made available post contract award. Where there is no Technical Specification, the contractor is expected to source the correct specification and test in accordance to that specification.
- 6.7 **Vehicle Jacks** - The operators and mechanics (journeyman) who use and maintain the vehicles in BATUS use a variety of different tooling, included Jacks. These Jacks form part of the vehicle Complete Equipment Schedule (CES) and are used predominantly for the Jacking of the vehicle to change a wheel or to fit snow chains. A list of the Jacks used by BATUS can be found at Appendix 2 along with indicative numbers of the quantities inspected between April 2018 - March 2019.
- 6.8 As these Jacks are classified as CES they only require a user inspection and Thorough Examination (in exceptional circumstances some Jacks will also require a Non CES test). The details of these inspections can be found at Appendix 3 and are extracted from the Army Equipment Support Publication 2590-E-100-013 (Management of Lifting and Recovery Equipment). A copy of this will be made available to the contractor on award of contract, the contractor will be given updated copies throughout the contract.
- 6.9 The Contractor must keep records of the inspection and Thorough Examination expiry dates for each of the Articles submitted for work under this SOW.
- 6.10 **Vehicle Jacks: Non CES** - Some Jacks operated by BATUS are used in a workshop or servicing bay environment. Under these conditions the Jacks come under UK Health and Safety law, specifically Lifting Operations and LOLER legislation and must receive a test as part of the inspection process. Details of the test can be found at Appendix 4.
- 6.11 Once a Non CES Jack has been tested the contractor will produce a certificate for each Jack using the form: LE (A) 2029 Thorough Examination Report. A copy of this can be found at Appendix 5 and is included in the AESP.

7. Collection and Delivery

- 7.1 Articles will need to be collected and delivered back to the Holding Units¹ at BATUS up to weekly 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:

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

- 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 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 6).
- 7.5 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 any portion of the work to be performed outside the company's premises.

9. Beyond Economical Repair (BER)

- 9.1 If the Contractor considers that the Article cannot be calibrated or load tested, the Contractor should inform the Technical Authority who may deem the Article as Beyond Economical Repair (BER).
- 9.2 The Contractor, under such circumstances, must submit an invoice for the work undertaken and must return the Article to BATUS.

10. Identification

- 10.1 **Calibration** - The Contractor must attach an identification label to the Calibrated Article, indicating that it has been subject to Calibration which must list the following information:
- I. Certified for Ministry of Defence (MOD) under DRS;
 - II. Technical Authority's Unique DRS Job Number (from MOD Form 2289);
 - III. Date of Calibration;
 - IV. Expiry date for current period of Calibration or Certification (one (1) year from date of certification).
- 10.2 **Jacks** - The Contractor must attach an identification label to the Load Tested Article, indicating that it has been subject to Inspection, Examination or Testing which must list the following information:
- I. Certified for Ministry of Defence (MOD) under DRS;
 - II. Technical Authority's Unique DRS Job Number (from MOD Form 2289);
 - III. Date of Inspection, Examination or Test;
 - IV. Expiry date for current period of Inspection, Examination or Test (one (1) year from date of certification).

11. Testing

- 11.1 All Torque Wrenches, and any test equipment used to calibrate the Torque Wrenches, must be calibrated in an ISO 17025:2017 accredited laboratory.
- 11.2 All Jacks must be inspected, examined or tested in accordance with AESP 2590-E-100-013 (Management of Lifting and Recovery Equipment) 8th Edition March 2019. The

contractor will receive any updated editions of this publication throughout the term of this contract

12. Deliverables

12.1 Meetings

12.1.1 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 Project 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. Reports

13.1.1 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 must include data on, but not limited to, each agenda item to be discussed at the next Contract Performance Review Meeting.

13.1.2 The Contractor must report to QM Tech, or their nominated representative, where variances to the delivery dates of Articles are expected, identifying 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.

13.1.3 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 Contractor must be certified to International Organization for Standardization (ISO) 17025:2017 for the calibration of torque wrenches.

14.1.2 The Contractor must maintain compliance with the above for the duration of the Contract.

14.1.3 The Contractor must ensure all calibrations and tests are certified by a suitably qualified and experienced person (SQEP); certifications of any SQEP must be provided to the Technical Authority upon request.

14.1.4 The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.

14.2 Safety

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

14.3 Consignment and Packaging

- 14.3.1 BATUS shall 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.
- 14.3.2 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.
- 14.3.3 The Contractor must mark or label an external surface of each PPQ package and each consignment package, if it contains identical PPQ packages, with the following information;
- i. Date of calibration, testing, or repair;
 - ii. Description of the Article(s);
 - iii. The full thirteen (13) digit NATO Stock Number (NSN) and Manufacturer's Part Number;
 - iv. The Primary Packaging Quantity;
 - v. Contract Number and 2289 Form Control Number;
 - vi. Certification Expiry Date;
 - vii. Any statutory hazard markings and handling markings including the mass of any package which exceeds 3kg gross;
- 14.4.4 Where there is a failure of suitable Commercial Packaging provided by the Contractor, and this is attributed to the Contractor, then the Contractor will be liable for the cost of replacing the packaging.

14.5 Record Retention

- 14.5.1 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

15. Acceptance and Invoicing

- 15.1 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.
- 15.2 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);

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- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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APPENDIX 1 TO ANNEX A – CALIBRATION ARTICLES

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NSN	Article Name	Estimated Annual Usage	Make	Model	Size	Rating	Type	Direction
512001-3390368	TORQUE WRENCH	2	SNAP ON	QD2R200	1/4 Inch	40-200 lbf ft	Variable	Both Direction
512012-1263169	TORQUE WRENCH	15	NORBAR	4AR	3/4 Inch	0 - 800 Nm	Variable	Clockwise
512099-0301412	TORQUE WRENCH	2	Torque Leader	BDS 200S	1/4 Inch	0 - 225 Nm	Fixed	Clockwise
512099-1202793	TORQUE WRENCH	4	BRITTOOL	AVT 100A	1/4 Inch	2.5 - 11 Nm		
512099-1223208	TORQUE WRENCH	41	GORBAR	5R	3/4 Inch	300-700 lbf ft	Variable	Both Direction
512099-1279369	TORQUE WRENCH	16	NORBAR	SL-2	1/2 Inch	20-110 lbf ft	Variable	Clockwise
512099-1279370	TORQUE WRENCH	47	NORBAR	SL-3	1/2 Inch	0 - 230 Nm	Variable	Clockwise
512099-1471180	TORQUE WRENCH	1	Torque Leader		1/4 Inch	6 - 35 Nm	Fixed	Clockwise
512099-1540949	TORQUE WRENCH	4	GORBAR	N/A	1/2 Inch	5 - 40 lbs ft	Fixed	Clockwise
512099-2708751	TORQUE WRENCH		WESTWARD	10L422	1/2 Inch	0 - 265 Nm	Variable	Clockwise
512099-3824797	TORQUE WRENCH	37	GORBAR	TT 250	1/4 Inch	50 - 250 Nm	Variable	Both Direction
512099-3913621	TORQUE WRENCH	43	PROTO	6016C	1/2 Inch	0 - 150 Nm	Variable	Clockwise
512099-6671071	TORQUE HANDLE	14	NORBAR	TT1150	1/2 Inch	0 - 150 Nm	Variable	Clockwise
512099-6673964	TORQUE WRENCH	29	NORBAR	TT50	1/2 Inch	0 - 50 Nm	Variable	Clockwise
512099-7801796	TORQUE WRENCH	1	Torque Leader		N/A	0 - 120 Nm	Fixed	Clockwise
512099-7944360	TORQUE WRENCH	166	NORBAR	4R	3/4 Inch	150 - 700 Nm	Variable	Clockwise
512099-7984238	TORQUE WRENCH	160	NORBAR	TSN125S	1/2 Inch	0 - 70 lbf ft	Fixed	Clockwise
5120997992613	TORQUE WRENCH	1	Torque Leader		1/4 Inch	3 - 35 lbf ft	Fixed	Clockwise
5120997992616	TORQUE WRENCH	3	Torque Leader	ADS 25F	1/4 Inch	1 - 20 lbf ft	Fixed	Clockwise
5120999774608	TORQUE WRENCH	2	GORBAR	330	1/2 Inch	60 - 330 Nm	Variable	Both Direction
5120999780477	TORQUE WRENCH	72	NORBAR	100P	1/2 Inch	0 - 70 lbf ft	Fixed	Clockwise

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5180999930918	TORQUE LEADER	1	Torque Leader	566-AT-018-5	N/A	10 - 65 Nm	Fixed
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APPENDIX 2 TO ANNEX A – JACK ARTICLES

Article Name	Estimated Annual Usage	Vehicle Jack (CES)
JACK 10T	80	YES
JACK 12T	150	YES
JACK 3T	167	YES
JACK 6T	16	YES
JACK HYDRAULIC HAND	27	NO

APPENDIX 3 TO ANNEX A – INSPECTION AND EXAMINATION EXTRACT FROM AESP

2590-E-100-013

User and RP inspection of hydraulic jacks

To carry out a user inspection of a hydraulic jack:

1. Position the jack on firm level ground in adequate natural or artificial light.
2. Ensure that all markings are correct, legible and carry out verification with previous Thorough Examination Reports, where applicable.
3. Check oil level. Low oil can cause the ram to sink.
4. Carry out a no load function test over the full range of operation and check for the following conditions:

4.1 Jack fails to lift. The jack will not raise the load or after a short period of movement the load rises and falls with each stroke of the lever.

4.2 Jack fails to hold the load. When lifting operation ceases the load begins to lower on its own.

4.3 Oil leaks. Oil leaks, in particular, during the operation of the jack.

4.4 Scoring. The ram is scored, nicked or otherwise damaged.

4.5 Ram fails to lower. The ram fails to lower or lowering is jerky or fails to fully retract. The ram may appear to lower in stages or move at various speeds during lowering and in some cases stop altogether.

NOTE

Hydraulic rams usually retract by gravity, therefore once the load is fully lowered, the movement of the ram will slow considerably or even stop. This is normal and if pressure is applied to the ram it will continue to lower.

4.6 Release valve operation. Release valve is difficult to operate or fails to lower the load.

5. Cracks, dents or other mechanical damage to the jack body.
6. Base of the jack is distorted preventing the jack from sitting evenly on the floor.
7. Claw attachment will not sit correctly on the head of the jack or the claw is cracked, distorted or otherwise damaged.

Thorough Examination

Thorough Examination is as for before use inspection. In addition to the before use inspection the LEE is to check the following after positioning the jack on firm level ground in adequate natural or artificial light: where faults are identified and suspected of being caused during use as workshop/servicing bay equipment the jack is to be quarantined and referred to the LEE to record the defects and initiate repair action and/or demand a replacement

Suction valve. Check the suction valve for fouling; if this valve is fouled or blocked it will prevent delivery of oil into the ram chamber.

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Pump plunger seal. Check and inspect the pump plunger seal for damage. Damage to this seal can cause oil to leak which reduces delivery pressure.

Release valve. Check the release valve for fouling, if this valve is fouled or blocked it will allow oil to return to the reservoir.

Cracks and damage. Check and inspect all welded areas for cracks or other damage.

APPENDIX 4 TO ANNEX A – TEST EXTRACT FROM AESP 2590-E-100-013

- 4 The procedures for testing hydraulic and mechanical jacks can also include the following if directed by the specific Equipment Support Manager or Manufacturer:
- 4.1 SWL overload testing must be carried out on a suitable hydraulic press rig, which is fitted with in date calibrated gauges. The overload test is normally conducted using SWL x 1.25, however, no jack must be overloaded by more than what is stated on the original certification without prior consultation with ALC if appropriate, the PT, (usually the ES Manager) or the manufacturer. The manufacturer must only be contacted for equipment's not provided by ALC or PTs. Where ALC carry out overload testing this must be undertaken in accordance with Equipment Specific AESPs and/or manufacturer's instructions.
 - 4.2 Hydraulic jacks can be tested by lifting a dead load close to but not at full extension. They are to be left under load for a period of time not less than 10 minutes to ensure that there is no downward creeping of the ram.
 - 4.3 Mechanical ratchet jacks are to be tested over their range of operation and at the maximum extension of the rack.

NOTES

(1) CES jacks solely used for wheel removal and snow chain fitting are only required to be tested after repair. Where CES jacks used for workshop activities refer to Para 2.1.

(2) When testing jacks, excluding SWL overload testing, a load close to but never in excess of the SWL is to be used, however the exact load applied is down to the LEE. On applying the load, a period of 60 seconds is to be observed to allow the jack to settle. Mark the ram and leave for a period of 10 minutes. The measured vertical descent is not to exceed 5 mm. If the measured descent exceeds 5 mm the equipment must be removed from service, placed in quarantine and submitted for repair or back loading.

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APPENDIX 5 TO ANNEX A – LE 2029 FORM FROM AESP 2590-E-100-013

REPORT OF THOROUGH EXAMINATION OF LIFTING AND RECOVERY EQUIPMENT	LE(A) 2029 (01/18)
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Unit/Sub-Unit	Authorised Load Test Centre Use Only.	Master Register Entry (Serial No.)
	Test Certificate No.	LE(A) 2029 A/B/D/F ¹

Equipment Title			
Identifying Marks			
	Location		
Equipment Drawing. No.			NSN
SWL/WLL ²		Date of Manufacture	
Configuration of the Equipment Owner			

Date and Details of the Last Thorough Examination			
Reason for this Examination ³			
Place of Examination		Date of Examination	
Latest date by which thorough examination be carried out			
	1, 7		1

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Condition	<div>SAFE</div> <div>UNSAFE</div>	JAMES "FF", "LR" or "NT " as appropriate
Rectify Defect(s) (if Defective Component) Utilis	Action Required or Carried out to port if more space is required. ^{4,5}	
Specific Test(s) Applied and Figures Obtained (where applicable) ⁶		

Page 1 of 2

REPORT OF THOROUGH EXAMINATION OF LIFTING AND RECOVERY EQUIPMENT		LE(A) 2029 (01/18)
DECLARATION⁷		
EXAMINER. Details of Competent Person undertaking the Thorough Examination. I certify that the item has been Thoroughly Examined and is classified as shown in the CONDITION box. Items classified as SAFE are equivalent to JAMES FULLY FIT (FF)		
Name:		Position:
Signature:		Date:
Unit address:		
Unit/Sub-Unit Stamp if Hard Copy	Associated Reports	

AUTHENTICATED (where required):

Details of the Person authenticating this report

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Name:	Position:
Signature:	Date:
<p>Notes:</p> <ol style="list-style-type: none">1. Strike out as required.2. The examiner must confirm the WLL or SWL (strike through as required) and state the configuration of the equipment.3. Reason for the Examination. Initial, 6 Months, 12 Months, iaw a written examination scheme, occurrence of exceptional circumstances or after installation/assembly at a site or location (the examiner must confirm that the equipment has been installed correctly).4. Where no defects have been found, state NONE.5. Clearly indicate if any parts are inaccessible (to be completed after a thorough examination of a hoist or lift).6. Where no tests are carried out, state NONE. Include all test figures where applicable.7. In the Declaration, the Examiner must confirm that the equipment is either safe or unsafe to use (strike through as required).8. On loss or destruction of the above equipment, this report is to be returned to the issuing authority.	

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APPENDIX 6 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

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 contract; actual usage may vary from amounts shown.

Bidders must provide a price for each line item to be considered responsive.

Item	Description	Year One (a)	Year Two (b)
1.	Jacks		
	i. Jack 3T - Inspect	\$ _____/unit	\$ _____/unit
	ii. Jack 6T – Inspect	\$ _____/unit	\$ _____/unit
	iii. Jack 10T – Inspect	\$ _____/unit	\$ _____/unit
	iv. Jack 12T – Inspect	\$ _____/unit	\$ _____/unit
	v. Jack Hydraulic Hand - Inspect	\$ _____/unit	\$ _____/unit
	vi. Jack 3T – Test	\$ _____/unit	\$ _____/unit
	vii. Jack 6T - Test	\$ _____/unit	\$ _____/unit
	viii. Jack 10T – Test	\$ _____/unit	\$ _____/unit
	ix. Jack 12T – Test	\$ _____/unit	\$ _____/unit
	x. Jack Hydraulic Hand - Test	\$ _____/unit	\$ _____/unit
	Torque Wrenches; price individually for the calibration of each torque wrench (reference Appendix 1 of Annex A)		
	xi. Torque Wrench Snap On QD2R200	\$ _____/unit	\$ _____/unit
	xii. Torque Wrench Norbar 4AR	\$ _____/unit	\$ _____/unit
	xiii. Torque Wrench Torque Leader BDS200S	\$ _____/unit	\$ _____/unit
	xiv. Torque Wrench Birtool AVT 100A	\$ _____/unit	\$ _____/unit
	xv. Torque Wrench Gorbar 5R	\$ _____/unit	\$ _____/unit
	xvi. Torque Wrench Norbar SL-2	\$ _____/unit	\$ _____/unit
	xvii. Torque Wrench Norbar SL-3	\$ _____/unit	\$ _____/unit
	xviii. Torque Wrench Torque Leader	\$ _____/unit	\$ _____/unit
	xix. Torque Wrench Gorbar	\$ _____/unit	\$ _____/unit
	xx. Torque Wrench Westward 10L422	\$ _____/unit	\$ _____/unit
	xxi. Torque Wrench Gorbar TT250	\$ _____/unit	\$ _____/unit
	xxii. Torque Wrench Proto 6016C	\$ _____/unit	\$ _____/unit
	xxiii. Torque Handle Norbar TTI	\$ _____/unit	\$ _____/unit
	xxiv. Torque Wrench Norbar TT50	\$ _____/unit	\$ _____/unit
	xxv. Torque Wrench Torque Leader	\$ _____/unit	\$ _____/unit
	xxvi. Torque Wrench Norbar 4R	\$ _____/unit	\$ _____/unit
	xxvii. Torque Wrench Norbar TSN125S	\$ _____/unit	\$ _____/unit
	xxviii. Torque Wrench Torque Leader	\$ _____/unit	\$ _____/unit

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	xxix. Torque Wrench Toque Leader ADS25F	\$ _____/unit	\$ _____/unit
	xxx. Torque Wrench Gorbar 330	\$ _____/unit	\$ _____/unit
	xxxi. Torque Wrench Norbar 100P	\$ _____/unit	\$ _____/unit
	xxxii. Torque Leader Torque Leader 566AT0185	\$ _____/unit	\$ _____/unit
	Repair;		
	xxxiii. Regular working hours rate for the repair of Torque Wrenches	\$ _____/hour	\$ _____/hour
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 a 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 any meeting	\$ _____/meeting	\$ _____/meeting
6.	Reports and Administration Lump sum all-inclusive price for reports and associated administration, spares collection, parts ordering, management information etc.	\$ _____/month	\$ _____/month
7.	Packaging: Lump sum all-inclusive price for providing Commercial Packaging where required and where appropriate.	Billable for actuals used.	Billable for actuals used.

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 \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - 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.

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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.

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ANNEX "E"

TASK AUTHORIZATION USAGE REPORT FORM

Return to:

Public Works and Government Services Canada
Acquisition Branch
Facsimile: (306) 975-5397
Email: nancy.baessler@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: W0142-19X035 Calibration
DEPT OR AGENCY: DND/BATUS

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 CRITERIA

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

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.
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.

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Item #	Technical Criteria	Status (M) Mandatory	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column
1	<p>EXPERIENCE</p> <p>The Bidder must demonstrate they have successfully provided services, or contracts, similar to those identified in the Statement of Work (Annex A) for a minimum of two (2) years.</p> <p>Details should include:</p> <ul style="list-style-type: none">a) Name(s) of the client organization(s)b) Period during which the service(s) were providedc) Detailed outline of the services provided <p>Name, telephone number and email address of the organization's contracting official, for verification purposes</p> <p>The narrative must include sufficient detail to establish capabilities regarding volume. Quality and expertise.</p>	M		
2	<p>SKILLED LABOUR</p> <p>The Bidder must provide evidence of suitable qualifications of the individuals performing the work</p> <p>OR</p> <p>a minimum of five years' experience and knowledge, for each individual that will certify the calibration, servicing, examination, inspection or test as detailed in the Statement of Work (Annex A).</p>	M		

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3	The Contractor must be certified to International Organization for Standardization (ISO) 17025:2017 for the calibration of torque wrenches.	M		
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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)