



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving PWGSC/TPSGC reception des soumissions**

**Victory Building/Édifice Victory**

**Room 310/pièce 310**

**269 Main Street/269 rue Main**

**Winnipeg**

**Manitoba**

**R3C 1B3**

**Bid Fax: (204) 983-0338**

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western Region

Victory Building/Édifice Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

<b>Title - Sujet</b> Automotive Parts	
<b>Solicitation No. - N° de l'invitation</b> W0127-19P011/A	<b>Date</b> 2019-12-11
<b>Client Reference No. - N° de référence du client</b> W0127-19P011	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-120-10942
<b>File No. - N° de dossier</b> WPG-9-42083 (120)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-21</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Aquino, Jill	<b>Buyer Id - Id de l'acheteur</b> wpg120
<b>Telephone No. - N° de téléphone</b> (431)373-1718 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG 187 SAPPER WAY STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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W0127-19P011/A  
Client Ref. No. - N° de réf. du client  
W0127-19P01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-9-42083

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes.

### **1.2 Summary**

Regional Individual Standing Offer (RISO) for the supply, delivery and offloading of automotive parts as required by Department of National Defence (DND) in Edmonton, Alberta.

The period of the Standing Offer will be for three (3) years from date of issue.

- 1.2.1 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.2 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Debriefings**

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

#### 1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

#### 2.1.1 Firm Prices and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

### 2.2 Submission of Offers

Offers 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 RFSO:

BRU: Western Region Bid Receiving Unit (Winnipeg)

Address: Room 310, 269 Main Street  
Winnipeg, Manitoba R3C 1B3

E-post Connect: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

**Note:** Offers 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 Instruction [2006](#), or to

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send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect."

Facsimile number: 204-983-0338

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

- If the Offeror is simultaneously providing copies of its offer 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 offer only. No prices must be indicated in any other section of the offer.

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

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

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, Offerors should:

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

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

##### **3.1.2 Exchange Rate Fluctuation**

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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and it will be given no further consideration.

- a) Compliance with the terms and conditions contained in this document.
- b) Offeror must provide pricing for **all** Categories in Annex B, **and a minimum of 80% (26/32) of the parts listed for each vehicle within each Parts Category** in order for their offer to be deemed compliant.
- c) The offeror must provide a copy of their current published catalogue (soft copy is preferred)

#### 4.1.2 Financial Evaluation

The Evaluated Price will be calculated in the following method:

- a) Notwithstanding 4.1.1.1b, Canada will remove, for evaluation purposes only, any line items that each Offeror does not supply pricing for, to complete the evaluation process for all compliant offers received.

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price-Bid

### 4.2 Basis of Selection

**4.2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

The lowest evaluated price will be determined in accordance with Steps 1 – 3 detailed below. The evaluation will be based on like items.

The RFSO will allow for the possibility of issuing up to two (2) Standing Offers, where the highest ranked offeror will be the responsive offer with the lowest evaluated price. The second offeror will be the responsive offer with the next lowest evaluated price **and** within 10% of the lowest compliant offer.

**Step 1:** The unit price offered for each year will be multiplied by the estimated annual usage and aggregated to determine the extended price.

**Step 2:** The extended price for each vehicle within parts category will be added together to determine the Sub-Total for each parts category.

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**Step 3:** The Sub-Totals for each vehicle within each parts category will be added together to determine the Total Evaluated Offer.

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

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

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

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

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

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

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

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

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

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

#### **6.2 Security Requirements**

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

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

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

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

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

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

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

## 6.4 Term of Standing Offer

### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from *date of issuance* to **TBD**.

### 6.4.2 Delivery Points

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

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jill Aquino  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: Suite 310 – 269 Main Street  
Winnipeg, MB R3C 1B3

Telephone: 431-373-1718  
Facsimile: 204-983-7796  
E-mail address: [jill.aquino@pwgsc-tpsgc.gc.ca](mailto:jill.aquino@pwgsc-tpsgc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is: ***(To be inserted upon Standing Offer issuance)***

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 6.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence – Garrison, Edmonton, Alberta.

## 6.7 Call-Up Procedures

### 6.7.1 Right of first refusal basis

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror for the required category to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up.

When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately.

## 6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

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

or

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

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$(**To be inserted at Standing Offer Issuance**) (Applicable Taxes included).

## 6.10 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2018-06-21), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 6.12 Certifications and Additional Information

### 6.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 6.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## 6.14 Price Lists

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

## **6.15 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

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

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract to **TBD** inclusive.

#### **6.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s), as specified in Annex B for a cost of \$ **TBD**. Customs duties are included, and Applicable Taxes are extra.

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

#### **6.4.2 Single Payment**

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

#### **6.4.3 SACC Manual Clauses**

[C2000C](#) (2007-11-30) Taxes – Foreign-based Contractor

[C5201C](#) (2008-05-12) Prepaid Transportation Costs

#### **6.4.4 Electronic Payment of Invoices – Call-up**

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

#### **6.4.5 Inspection and Acceptance**

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

#### **6.5 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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6.6 Insurance**

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

#### **6.7 SACC Manual Clauses**

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

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

[B1501C](#) (2018-06-21), Electrical Equipment

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

## **ANNEX "A"**

### **REQUIREMENT**

#### **A.1 Requirement**

Regional Individual Standing Offer (RISO) for the supply, delivery and offloading of automotive parts as required by Department of National Defence (DND) Edmonton.

#### **A.2 Products**

All parts supplied must be "original equipment manufacturer" (OEM) or equivalent. Offer must be able to supply various automotive repair parts, including but not limited to:

- Exhaust pipes, mufflers and clamps
- Filters (oil, air and fuel)
- Belts and hoses
- Brake shoes and pads
- Batteries
- Seals and gaskets
- Grease and lubricants (Excluding motor oil)
- Chemical additives (Excluding antifreeze or windshield washer fluid)
- Shop rags and wipes

Items excluded from this agreement are:

- Motor oils and gases
- Shop tools or toolboxes
- Windshield or antifreeze
- Spray paints
- Tires

#### **A.3 Ordered Products**

Off the shelf products, no restocking fees will apply regardless of Standing Offer Holder's policies. Special ordered products, returns, credits, refunds, replacements and restocking fees will be subject to Standing Offer Holder's policies.

Any products not meeting quality standard requirements that are delivered to the Identified User will be returned (opened or unopened) to the supplier.

#### **A.4 Equivalent Products**

Equivalent products will only be accepted if the requested products are on back order or not available and the Identified User has agreed in advance to the change. Standing Offer Holder's equivalent item must have the same specification or better at the same or lower price than the item on back order or not Available.

#### **A.5 Offeror Service**

Offeror must be able to receive orders by telephone (including a toll-free number), facsimile, and e-mail. Offeror must be open for business Monday to Friday, from 8:00 AM to 5:00 PM MST (except for Statutory Holidays).

## **A.6 Packing Slips**

In addition to the requirements of 2010A - General Conditions - Goods, Article 13, each packing slip must indicate the shipping date(s), and Unit(s). Approved back orders only to be noted on packing slips.

## **A.7 Catalogues and Price lists**

The Offerors hard copy catalogues will be used by the Identified User for product clarification, product reference and made available in English and French versions to the Identified User upon request.

It is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates thereto to each Identified User requesting a copy.

## **A.8 Responsibility of Offeror**

The Offeror is responsible for, but not limited, to the following:

- the provision of all periodic usage reports to PWGSC;
- resolution, in a timely fashion, of any problems or issues that arise;
- sell only the allowed commodities against any resulting offer;
- adhere to the call-up limitations;
- adhere to all terms and conditions in RISO

## **A.9 Delivery Requirement**

Delivery of items must be within two days of receipt for regularly stocked items. Delivery of non-stocked, special order items will be negotiated at time of Call-up

### **A.9.1 Delivery Address:**

DEPARTMENT OF NATIONAL DEFENCE  
ATTN: BLDG 187 SAPPER WAY  
PO BOX 10500 STN FORCES  
EDMONTON, AB T5J 4J5

## **ANNEX "B"**

### **BASIS OF PAYMENT**

#### **B.1 Basis of Payment**

The Offeror will be paid in accordance with the firm unit prices shown in their catalogue according to the following:

- Prices are to be in Canadian dollars
- GST/HST is not included in prices shown, but will be added to invoices as a separate item. Prices are not to include delivery.
- Delivery is to be FOB Destination. The Contractor must prepay transportation costs.
- Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading
- Recycling and environmental fees if applicable will be added as a separate line item to any invoices issued under the resulting Standing Offer.

Any requested items will be priced in accordance with the offeror's current published price list:

- A. Less a discount of \_\_\_\_\_%, delivery, freight, and offloading charges extra for all items described in the Annex A, Requirement.

**OR**

Any requested items will be priced in accordance with the offeror's cost:

- B. Plus a mark-up of \_\_\_\_\_%, delivery, freight, and offloading charges extra for all items described in the Annex A, Requirement.

#### **B.2 Special Offerings**

In addition to the pricing offered any special price offerings due to year end or surplus manufacturing runs, special job lots or special sales must be made available to the Identified User as they occur, if the prices are less than Standing Offer prices.

#### **B.3 Core Charge**

For items that carry a core charge (i.e. battery, starter, brake shoes, etc), the core charge will be applied at purchase. When the unserviceable item is returned to the supplier, a credit for the core charge will be applied to the Identified Users account.

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## **THE FOLLOWING IS FOR EVALUATION PURPOSES ONLY**

### **Instructions to the Offeror:**

1. Offeror must bid on all categories.
2. Offerors must address any concerns with the Requirement in written detail to the Standing Offer Authority before bid closing as outlined in the Request for Standing Offer.
3. Complete the tables below by indicating the Firm Unit Price for each item.
4. Prices submitted in the table below are to be the Offeror's Firm Unit Price (Price list - Discount **or** Cost+ Mark-up). Prices will be referenced against the Offeror's catalogue.
5. GST/HST is not to be included in the firm unit prices
6. Estimated usages are provided for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada



12	RIM, FULL SIZE, STEEL, FOR SPARE	50	\$	\$	\$	\$
13	BRAKE ROTORS, FRONT	30	\$	\$	\$	\$
14	CARTRIDGE FUEL FILTER	30	\$	\$	\$	\$
15	FUEL FILTER	30	\$	\$	\$	\$
16	HYDRAULIC OILFILTER	30	\$	\$	\$	\$
17	BELT SERPINTINE	20	\$	\$	\$	\$
18	HOSE, POWER STEER PRESSURE	20	\$	\$	\$	\$
19	HOSE/LINE, ENG OIL COOLER	20	\$	\$	\$	\$
20	IGNITION COIL	20	\$	\$	\$	\$
21	KIT, FUEL FILTER	20	\$	\$	\$	\$
22	STARTER	20	\$	\$	\$	\$
23	TIE ROD, RIGHT OUTER	20	\$	\$	\$	\$
24	TIE ROD, INNER LEFT	20	\$	\$	\$	\$
25	U JOINT, REAR, PROP SHAFT	20	\$	\$	\$	\$
26	U-JOINT, FRONT 2 PIECE SHAFT	20	\$	\$	\$	\$
27	WATER PUMP	20	\$	\$	\$	\$
28	LINK KIT, FRONT STABILIZER	15	\$	\$	\$	\$
29	MUFFLER CLAMPS	15	\$	\$	\$	\$
30	BELT TENSIONER	10	\$	\$	\$	\$
31	BLOCK HEATER ASSY, WITH CORD	10	\$	\$	\$	\$
32	HUB BEARING, ASSEMBLY, LEFT FRONT	10	\$	\$	\$	\$
<b>Category 1 - Sub-Total</b>						<b>\$</b>



13	BRAKE ROTORS, FRONT	30	\$	\$	\$	\$
14	CARTRIDGE FUEL FILTER	30	\$	\$	\$	\$
15	FUEL FILTER	30	\$	\$	\$	\$
16	HYDRAULIC OILFILTER	30	\$	\$	\$	\$
17	BELT SERPINTINE	20	\$	\$	\$	\$
18	HOSE, POWER STEER PRESSURE	20	\$	\$	\$	\$
19	HOSE/LINE, ENG OIL COOLER	20	\$	\$	\$	\$
20	IGNITION COIL	20	\$	\$	\$	\$
21	KIT, FUEL FILTER	20	\$	\$	\$	\$
22	STARTER	20	\$	\$	\$	\$
23	TIE ROD, RIGHT OUTER	20	\$	\$	\$	\$
24	TIE ROD, INNER LEFT	20	\$	\$	\$	\$
25	U JOINT, REAR, PROP SHAFT	20	\$	\$	\$	\$
26	U-JOINT, FRONT 2 PIECE SHAFT	20	\$	\$	\$	\$
27	WATER PUMP	20	\$	\$	\$	\$
28	LINK KIT, FRONT STABILIZER	15	\$	\$	\$	\$
29	MUFFLER CLAMPS	15	\$	\$	\$	\$
30	BELT TENSIONER	10	\$	\$	\$	\$
31	BLOCK HEATER ASSY, WITH CORD	10	\$	\$	\$	\$
32	HUB BEARING, ASSEMBLY, LEFT FRONT	10	\$	\$	\$	\$
<b>Category 2 - Sub-Total</b>						<b>\$</b>



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13	BRAKE ROTORS, FRONT	30	\$	\$	\$	\$
14	CARTRIDGE FUEL FILTER	30	\$	\$	\$	\$
15	FUEL FILTER	30	\$	\$	\$	\$
16	HYDRAULIC OILFILTER	30	\$	\$	\$	\$
17	BELT SERPINTINE	20	\$	\$	\$	\$
18	HOSE, POWER STEER PRESSURE	20	\$	\$	\$	\$
19	HOSE/LINE, ENG OIL COOLER	20	\$	\$	\$	\$
20	IGNITION COIL	20	\$	\$	\$	\$
21	KIT, FUEL FILTER	20	\$	\$	\$	\$
22	STARTER	20	\$	\$	\$	\$
23	TIE ROD, RIGHT OUTER	20	\$	\$	\$	\$
24	TIE ROD, INNER LEFT	20	\$	\$	\$	\$
25	U JOINT, REAR, PROP SHAFT	20	\$	\$	\$	\$
26	U-JOINT, FRONT 2 PIECE SHAFT	20	\$	\$	\$	\$
27	WATER PUMP	20	\$	\$	\$	\$
28	LINK KIT, FRONT STABILIZER	15	\$	\$	\$	\$
29	MUFFLER CLAMPS	15	\$	\$	\$	\$
30	BELT TENSIONER	10	\$	\$	\$	\$
31	BLOCK HEATER ASSY, WITH CORD	10	\$	\$	\$	\$
32	HUB BEARING, ASSEMBLY, LEFT FRONT	10	\$	\$	\$	\$
<b>Category 3 - Sub-Total</b>						<b>\$</b>



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10	BULB AUTO 193	50	\$	\$	\$	\$
11	FUSE ATM-20	50	\$	\$	\$	\$
12	RIM, FULL SIZE, STEEL, FOR SPARE	50	\$	\$	\$	\$
13	BRAKE ROTORS, FRONT	30	\$	\$	\$	\$
14	CARTRIDGE FUEL FILTER	30	\$	\$	\$	\$
15	FUEL FILTER	30	\$	\$	\$	\$
16	HYDRAULIC OILFILTER	30	\$	\$	\$	\$
17	BELT SERPINTINE	20	\$	\$	\$	\$
18	HOSE, POWER STEER PRESSURE	20	\$	\$	\$	\$
19	HOSE/LINE, ENG OIL COOLER	20	\$	\$	\$	\$
20	IGNITION COIL	20	\$	\$	\$	\$
21	KIT, FUEL FILTER	20	\$	\$	\$	\$
22	STARTER	20	\$	\$	\$	\$
23	TIE ROD, RIGHT OUTER	20	\$	\$	\$	\$
24	TIE ROD, INNER LEFT	20	\$	\$	\$	\$
25	U JOINT, REAR, PROP SHAFT	20	\$	\$	\$	\$
26	U-JOINT, FRONT 2 PIECE SHAFT	20	\$	\$	\$	\$
27	WATER PUMP	20	\$	\$	\$	\$
28	LINK KIT, FRONT STABILIZER	15	\$	\$	\$	\$
29	MUFFLER CLAMPS	15	\$	\$	\$	\$
30	BELT TENSIONER	10	\$	\$	\$	\$
31	BLOCK HEATER ASSY, WITH CORD	10	\$	\$	\$	\$

32	HUB BEARING, ASSEMBLY, LEFT FRONT	10	\$	\$	\$	\$
<b>Category 4a (2013 Subaru Legacy Station Wagon)</b>						
						<b>Sub-Total</b>
						\$

<b>Category 4b</b>							
<b>2015 Volkswagen Golf</b>							
-engine size: 1.8L in-line four-cylinder, 16 V, TSI -Model: 4 door station wagon -front wheel drive wheel and tire size and number of mounting holes 195/65 R15 H 15" x 5 -Air conditioning - 2 disc brakes (2 ventilated) -CVT -muffler clamp size 2-2 1/2" -4 wheel ABS							
Item	Part	Est. Annual Usage for each vehicle (A)	Part #	Unit Price Year 1 (B)	Unit Price Year 2 (C)	Unit Price Year 3 (D)	Extended Price (A x B) + (A x C) + (A x D)
1	OIL FILTER	200		\$	\$	\$	\$
2	HEADLIGHTS, BULBS HIGH BEAM	100		\$	\$	\$	\$
3	HEADLIGHTS, BULBS LOW BEAM	100		\$	\$	\$	\$
4	HOSE CLAMP	100		\$	\$	\$	\$
5	WIPER BLADE, LEFT, OEM	100		\$	\$	\$	\$
6	WIPER BLADE, RIGHT, OEM	100		\$	\$	\$	\$
7	SPARK PLUGS	60		\$	\$	\$	\$

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8	BATTERY , 12V TOP POST	50		\$	\$	\$	\$
9	BRAKE PADS, FRONT	50		\$	\$	\$	\$
10	BULB AUTO 193	50		\$	\$	\$	\$
11	FUSE ATM-20	50		\$	\$	\$	\$
12	RIM, FULL SIZE, STEEL, FOR SPARE	50		\$	\$	\$	\$
13	BRAKE ROTORS, FRONT	30		\$	\$	\$	\$
14	CARTRIDGE FUEL FILTER	30		\$	\$	\$	\$
15	FUEL FILTER	30		\$	\$	\$	\$
16	HYDRAULIC OILFILTER	30		\$	\$	\$	\$
17	BELT SERPINTINE	20		\$	\$	\$	\$
18	HOSE, POWER STEER PRESSURE	20		\$	\$	\$	\$
19	HOSE/LINE, ENG OIL COOLER	20		\$	\$	\$	\$
20	IGNITION COIL	20		\$	\$	\$	\$
21	KIT, FUEL FILTER	20		\$	\$	\$	\$
22	STARTER	20		\$	\$	\$	\$
23	TIE ROD, RIGHT OUTER	20		\$	\$	\$	\$
24	TIE ROD, INNER LEFT	20		\$	\$	\$	\$
25	U JOINT, REAR, PROP SHAFT	20		\$	\$	\$	\$
26	U-JOINT,FRONT 2 PIECE SHAFT	20		\$	\$	\$	\$
27	WATER PUMP	20		\$	\$	\$	\$
28	LINK KIT, FRONT STABILIZER	15		\$	\$	\$	\$
29	MUFFLER CLAMPS	15		\$	\$	\$	\$

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30	BELT TENSIONER	10	\$	\$	\$	\$
31	BLOCK HEATER ASSY, WITH CORD HUB BEARING, ASSEMBLY, LEFT FRONT	10	\$	\$	\$	\$
32		10	\$	\$	\$	\$
<b>Category 4b (2015 Volkswagon Golf)</b>						
						<b>Sub-Total</b>
						<b>\$</b>

Total Evaluated Offer	
Category	Category Total
A Category 1 Sub-Total	\$
B Category 2 Sub-Total	\$
C Category 3 Sub-Total	\$
Category 4a - Sub-Total <b>(2015 Volkswagon Golf)</b>	\$
Category 4b - Sub-Total <b>(2013 Subaru Legacy Station Wagon)</b>	\$
<b>Total Evaluated Offer (A + B + C + D1 + D2)</b>	<b>\$</b>

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## **ANNEX "C" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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**ANNEX "D"**

**STANDING OFFER USAGE REPORT**

Return to:

ATTN.: Jill Aquino  
Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: 204-983-7796  
Telephone: 431-373-1718  
Email: [jill.aquino@pwgsc-tpsgc.gc.ca](mailto:jill.aquino@pwgsc-tpsgc.gc.ca)

**Quarterly Usage Report Schedule:**

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

**Report on the Volume of Business with Federal Government Departments and Agencies**

SUPPLIER:  
STANDING OFFER NO.:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/Contract No. Description	Value of the Call-Up/Contract	GST/HST
1			
2			
3			
4			
A. Value of Call-Ups for this reporting period			
B. Value of accumulated call-ups to date			
Total of accumulated call-ups (A + B)			

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

PREPARED BY:

NAME:  
TELEPHONE NO.:

SIGNATURE:

DATE: