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W6898-200493/A  
Client Ref. No. - N° de réf. du client  
W6898-200493

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-9-42151

Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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**The Annexes include:**

Annex A – Requirement – Mandatory Requirements & Specifications

Annex B – Basis of Payment – List of Products

Annex C - Electronic payment Instruments

Annex D - Complete List of Each Individual who are currently Directors and/or Owners of the Offeror;

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six 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:**

- Annex A – Requirement – Mandatory Requirements & Specifications  
Annex B – Basis of Payment – List of Products  
Annex C - Electronic payment Instruments  
Annex D - Complete List of Each Individual who are currently Directors and/or Owners of the Offeror;

### **1.2 Summary**

- 1.2.1** Request for Regional Individual Standing Offer (RISO) for the supply and delivery of **Air Filters** to Department of National Defence at the 5th Canadian Division Support Base Gagetown located in Oromocto New Brunswick E2V 4J5 on an as and when requested basis for the period from **May 1<sup>st</sup> 2020 to April 30<sup>th</sup> 2022** inclusive.

**1.2.2** *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).*

### 1.3 Debriefings

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>) 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: 120 days

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

## 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:

PWGSC Acquisitions, Bid Receiving Box  
1st Floor, Suite 1212  
100-1045 Main Street  
Moncton, NB E1C 1H1

Bid Facsimile Number: (506) 851-6759

**Email:** [TPSGC.RARceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@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 Instructions [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

## 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **ten (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 **New Brunswick**.

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**

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). 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, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Financial Offer**

Offerors must submit their financial offer in accordance with **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 II: Certifications**

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

## **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 Financial Evaluation**

##### **4.1.1.1 SACC Manual Clause**

M0220T (2016/01/28), Evaluation of Price – Offer

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

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

*(Derived from - Provenant de: M0069T, 2007/05/25)*

## **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 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.

### 5.1.1 Integrity Provisions – Required Documentation

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

### 5.1.2 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>).

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 Annexes A and B.

#### 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

##### Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in **Annex "E" to be provided to successful bidder at award of standing offers**. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted **twice yearly for each six month period** to the Standing Offer Authority.

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

##### ***The reporting periods are as follows:***

May 1<sup>st</sup> 2020 – October 31<sup>st</sup> 2020  
November 1<sup>st</sup> 2020 – April 30<sup>th</sup> 2021  
May 1<sup>st</sup> 2021 – October 31<sup>st</sup> 2021  
November 1<sup>st</sup> 2021 – April 30<sup>th</sup> 2022

*(Derived from - Provenant de: M7010C, 2017/06/21)*

### 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 **May 1<sup>st</sup> 2020 to April 30<sup>th</sup> 2022** inclusive.

#### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annexes A of the Standing Offer.

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Charlotte Drisdelle  
Title: Supply Officer  
Public Services and Procurement Canada (PSPC)  
Acquisitions Branch  
Address: 1045 Main Street, 4<sup>th</sup> Floor  
Moncton, New Brunswick E1C 1H1  
  
Telephone: (506) 962-5329  
Facsimile: (506) 851-6759  
E-mail: [charlotte.drisdelle@pwgsc-tpsgc.gc.ca](mailto:charlotte.drisdelle@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:

***The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.***

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 (Offeror please complete and submit with the bid)

#### Placing Orders:

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### Delivery follow-up:

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
mct015  
CCC No./N° CCC - FMS No./N° VME

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### General Enquiries:

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6.6 Identified Users

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

**Department of National Defence  
RP Operations Unit (Atlantic)  
Detachment Gagetown Bldg. 18  
238 Champlain Avenue  
5th Canadian Division Support Base Gagetown  
PO Box 17000, Station Forces  
Oromocto, New Brunswick  
E2V 4J5**

### 6.7 Call-up Procedures

As indicated in Annexes A.

### 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 1 and 2 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 **\$40,000.00** (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 **\$300,000.00** (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.

*(Derived from - Provenant de: M4506C, 2013/04/25)*

## 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 – Mandatory Requirements & Specifications;
- f) Annex B, Basis of Payment - List of Products;
- g) the Offeror's offer dated \_\_\_\_\_

## 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 **New Brunswick**.

### 6.14 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, of **2010A (2018/06/21)** will not apply to payments made by credit cards.

### 6.3 Term of Contract

#### 6.3.1 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

#### Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a **firm unit price as specified in Annex B**. 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.

*(Derived from - Provenant de: C0207C, 2013/04/25)*

### 6.4.2 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

### 6.4.3 Electronic Payment of Invoices – Call-up

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

**(To be identified in Annex "C")**

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

## 6.5 Invoicing Instructions

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.

One (1) copy must be forwarded to the consignee.

*(Derived from - Provenant de: H5001C, 2008/12/12)*

## 6.6 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

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## 6.7 Shipping Instructions - Delivery at Destination

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

Delivered Duty Paid (DDP) to **Department of National Defence, RP Operations Unit (Atlantic) at the 5th Canadian Division Support Base Gagetown, Oromocto, New Brunswick E2V 4J5** Incoterms 2000 for shipments from a commercial contractor.

*(Derived from - Provenant de: D4001C, 2008/12/12)*

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mct015  
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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)



## **Annex A**

### **Requirement**

Regional Individual Standing Offer (RISO) for the supply and delivery of **various Air Filters** on behalf of the Department of National Defence at 5<sup>th</sup> Canadian Division Support Base Gagetown located in Oromocto, New Brunswick. Air filters must be **delivered to various locations within 5 CDSB Gagetown** on an "as and when requested" basis from the period **from May 1<sup>st</sup>, 2020 to April 30<sup>th</sup>, 2022** inclusive.

#### **Mandatory Requirements and Specifications:**

1. All items must be ULC Class II listed, certified, and stamped in order to meet Canadian building codes standard.
2. Client (DND) will not require any visit from the supplier representative for product training, surveys etc...
3. All material orders MUST be delivered within (2) working days or (48) hours.
4. Items not received within the required times will be subject to cancellation.
5. The client (DND) will place call-ups for delivery of goods by telephone, facsimile or email.
6. Construction material order form will be used when placing orders.
7. Price Book to be supplied and shipped to customer (DND) by the supplier.
8. Itemized priced invoices in triplicate (3) copies must accompany material.
9. The delivery day required will be advised by the client (DND) at time of ordering.
10. Deliveries must be made to either Building B-18, Various Shops, PMQ Service Centre or various sites to be determined within the confines of 5 CDSB Gagetown. Delivery point to be specified when order is placed.
11. All invoices must reflect the price before and after discount.
12. Filters are ordered on an as and when required basis. DND may order only one (1) or one hundred (100) filters or more, of the same product, in just one call-up. DND will not always order filters by the case/box. Therefore it is a mandatory requirement that suppliers are able to sell filters individually and not only by the case/box due to lack of storage space.

**Pricing:** As per Annex B – Basis of Payment – List of Products

All prices for filters MUST include delivery charges to 5 CDSB Gagetown in Oromocto New Brunswick.

**Annex « B » - Basis of Payment – List of Products - Mandatory Specifications and Requirements**

Item No.	Description	Product Number for Ordering Purposes	Estimated Quantity for 2 years	Unit of Issue	Unit Price Year 1 May 1 <sup>st</sup> 2020 - April 30 <sup>th</sup> 2021 including delivery	Unit Price Year 2 May 1 <sup>st</sup> 2021 - April 30 <sup>th</sup> 2022 including delivery
<b>Items No. 1 to No. 42:</b> All amerseal products must be a minimum of MERV 8 efficiency.						
1	20" x 100" (2 Ply) 5 Link		30	each		
2	24" x 120" (2 Ply) 6 Link		30	each		
3	25" x 96" (2 Ply) 6 Link		10	each		
4	20" x 120" (2 Ply) 6 Link		120	each		
5	20" x 96" (2 Ply) 6 Link		10	each		
6	24" x 72" (2 Ply) 3 Link		132	each		
7	25" x 120" (2 Ply) 6 Link		30	each		
8	20" x 80" (2 Ply) 4 Link		100	each		
9	24" x 96" (2 Ply) 4 Link		10	each		
10	16" x 100" (2 Ply) 4 Link		10	each		
11	16" x 60" (2 Ply) 3 Link		50	each		
12	16" x 75" (2 Ply) 3 Link		100	each		
13	16" x 80" (2 Ply) 4 Link		20	each		
14	20" x 48" (2 Ply) 2 Link		40	each		
15	12" x 72" (2 Ply) 3 Link		120	each		
16	20" x 32" (2 Ply) 2 Link		50	each		
17	20" x 40" (2 Ply) 2 Link		100	each		
18	20" x 72" (2 Ply) 3 Link		130	each		
19	20" x 140" (2 Ply) 7 Link		40	each		
20	24" x 36" (2 Ply) 3 Link		120	each		
21	20" x 50" (2 Ply)		80	each		
22	11 ½" x 13" (1 Ply)		100	each		
23	20" x 40" (2 Ply)		50	each		

**Annex « B » - Basis of Payment – List of Products - Mandatory Specifications and Requirements**

<b>Item No.</b>	<b>Description</b>	<b>Product Number for Ordering Purposes</b>	<b>Estimated Quantity for 2 years</b>	<b>Unit of Issue</b>	<b>Unit Price Year 1 May 1<sup>st</sup> 2020 - April 30<sup>th</sup> 2021 including delivery</b>	<b>Unit Price Year 2 May 1<sup>st</sup> 2021 - April 30<sup>th</sup> 2022 including delivery</b>
24	20" x 20" (2 Ply)		100	each		
25	12" x 32" (1 Ply)		40	each		
26	25" x 80" (2 Ply) 4 Link		50	each		
27	24" x 24" ( 2 Ply)		500	each		
28	16" x 16" (2 Ply)		20	each		
29	20" x 48" (2 Ply)		100	each		
30	20" x 25" (2 Ply)		300	each		
31	7" x 15" (2 Ply)		50	each		
32	12" x 24" (2 Ply)		100	each		
33	16" x 20" (2 Ply)		80	each		
34	16" x 25" (2 Ply)		150	each		
35	Ring Panel Filter 8" x 28" x 1"		10	each		
36	Ring Panel Filter 5" x 16 ½" x 1"		60	each		
37	Ring Panel Filter 6" x 9" x 1"		40	each		
38	Ring Panel Filter 11 ½" x 13 ½" x 1"		60	each		
39	Ring Panel Filter 10" x 12" x 1"		50	each		
40	Ring Panel Filter 7 ¼" x 15 ¼" x 1"		70	each		
41	48" x 50' x 1" Paint Pocket Roll		10	each		
42	20" x 25" x 1" Paint Pocket Filters		60	each		

**Annex « B » - Basis of Payment – List of Products - Mandatory Specifications and Requirements**

Item No.	Description	Product Number for Ordering Purposes	Estimated Quantity for 2 years	Unit of Issue	Unit Price Year 1 May 1 <sup>st</sup> 2020 - April 30 <sup>th</sup> 2021 including delivery	Unit Price Year 2 May 1 <sup>st</sup> 2021 - April 30 <sup>th</sup> 2022 including delivery
	<p><b>Items No. 43 to No. 46:</b> These Filters must be <b>HIGH EFFICIENCY SUPPORTED PANEL FILTERS</b>. They must have a 6" deep construction with a minimum of 125 square feet of media per four square feet of face area. These items must be constructed of a polystyrene frame <b>all as per the following mandatory specifications:</b></p> <ol style="list-style-type: none"> <li>1. Merv 14, Merv 13, and Merv 11 efficiencies;</li> <li>2. 6"-deep (nominal) filter with the same media area and performance as a 12"-deep (nominal) filter;</li> <li>3. Midi media pack design;</li> <li>4. Sturdy high-impact polystyrene cell sides enclose a fixed media pack;</li> <li>5. Fully incinerable;</li> <li>6. Merv 14 and 11 models with antimicrobial.</li> </ol>					
43	20" x 24" x 6" Filter at 60% efficiency		120	each		
44	20" x 20" x 6" Single Header Filter at 60% efficiency		50	each		
45	24" x 24" x 6" Single Header Filter at 60% efficiency		90	each		
46	12" x 24" x 6" Single Header Filter at 60% efficiency		100	each		
	<p><b>Items No. 47 to No. 51:</b> 30-35% Pleated Metal Frame Rated to 260 degrees Celsius</p>					
47	20" x 25" x 2" High Temperate Filter		100	each		
48	16" x 20" x 2" High Temperate Filter		130	each		
49	24" x 24" x 2" High Temperate Filter		70	each		
50	20" x 20" x 2" High Temperate Filter		50	each		
51	20" x 24" x 2" High Temperate Filter		50	each		

**Annex « B » - Basis of Payment – List of Products - Mandatory Specifications and Requirements**

Item No.	Description	Product Number for Ordering Purposes	Estimated Quantity for 2 years	Unit of Issue	Unit Price Year 1 May 1 <sup>st</sup> 2020 - April 30 <sup>th</sup> 2021 including delivery	Unit Price Year 2 May 1 <sup>st</sup> 2021 - April 30 <sup>th</sup> 2022 including delivery
<b>Items No. 52 to No. 68:</b> Must be Merv 8 Rating (Minimum Efficiency Reporting Value)						
52	24" x 24" x 2" Pleated Filter		200	each		
53	16" x 25" x 2" Pleated Filter		250	each		
54	16" x 25" x 1" Pleated Filter		20	each		
55	16" x 20" x 2" Pleated Filter		130	each		
56	18" x 24" x 4" Pleated Filter		20	each		
57	20" x 24" x 2" Pleated Filter		240	each		
58	20" x 20" x 2" Pleated Filter		400	each		
59	20" x 20" x 4" Pleated Filter		100	each		
60	20" x 25" x 2" Pleated Filter		200	each		
61	20" x 20" x 1" Pleated Filter		20	each		
62	10" x 12" x 1" Pleated Filter		50	each		
63	12" x 24" x 4" Pleated Filter		50	each		
64	24" x 24" x 4" Pleated Filter		75	each		
65	20" x 25" x 4" Pleated Filter		50	each		
66	20" x 24" x 4" Pleated Filter		70	each		
67	16" x 25" x 4" Pleated Filter		80	each		
68	16" x 24" x 4" Pleated Filter		60	each		
69	Miscellaneous items not listed herein: ___% discount from your published price list.		\$2,000.00		_____ %	_____ %

**No substitutes in products are accepted.** Bidders must quote on each and every items for both years. Quantities are estimates and are to be used for evaluation purposes only. Prices are to remain constant during the period of the Standing Offer.

**NOTE:** A copy of this Annex B in Word format SHOULD BE OBTAINED from the Standing Offer Authority to submit an offer.