



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

National Defence Headquarters
Director Major Procurement 7 (D Maj Proc 7)
Attention: Kim Seguin
By e-mail to:
DMajProc7Bids.DAchatsImp7Soumissions@forces.gc.ca

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT.

Solicitation Closes – L'invitation prend fin

At: – à :

02:00 PM Eastern Standard Time (EST)

On: – le : 17 July 2020

Title – Titre Accommodations and Laundry and Meal services in Support of OP UNIFIER Ukraine	Solicitation No. – N° de l'invitation W8484-20-9735
Date of Solicitation – Date de l'invitation 2 July 2020	
Address Enquiries to: – Adresser toutes questions à : Kim Seguin by e-mail to Kim.Seguin@forces.gc.ca	
Telephone No. – N° de téléphone _ - _ - _	FAX No. – N° de fax _ - _ - _
Destination See herein.	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required – Livraison exigée	Delivery Offered – Livraison proposée
Vendor Name and Address – Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name – Nom _____	Title – Titre _____
Signature _____	Date _____

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 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.

1.3 Trade Agreements

This requirement is subject to the following Trade Agreement:

The Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 2.d of section 05, Submission of bids, is deleted in its entirety and is replaced with the following:

- d. send its bid only to the Department of National Defence organization receiving the bids as specified on page 1 of the bid solicitation;

Section 06, **Late Bids** is deleted in its entirety.

The text under Section 07, **Delayed bids**, is deleted in its entirety and is replaced with the following:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

Subsection 1 of Section 08, **Transmission by facsimile or by epost Connect**, is deleted in its entirety.

The text under Section 13, **Communications – solicitation period**, is deleted in its entirety and is replaced with the following:

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only as indicated on page 1 of the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

Canada will submit all significant enquiries received and their replies directly to invited Bidders by electronic mail. For further information, consult subsection 3 of the Submission of bids section.

Subsection 2 of Section 20, **Further Information**, is deleted in its entirety.

2.2 Submission of Bids

Unless otherwise specified in the bid solicitation or directed by the Contracting Authority, bids must be received by the Contracting Authority by electronic mail by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

Electronic Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is

the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Technical and financial documents submitted after the closing date and time will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid 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.

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 ten (10) 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 Ontario.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: one (1) soft copy submitted by e-mail;

Section II: Financial Bid: one (1) soft copy submitted by e-mail;

Section III: Certifications: one (1) soft copy submitted by e-mail.

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 their bid:

- (a) formatted for 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](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>).

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 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 will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criterion

	Mandatory Criterion	Bid Reference
MT1	<p>The Bidder must clearly demonstrate that its proposed accommodations are located no more than 15 driving kilometres of the Demining Centre which is located at 32300, Kamyanets-Podilsky, 56 Gagarina Str.</p> <p>In order to meet this requirement, the Bidder must provide a map that demonstrates that the accommodations are located no more than 15 driving kilometres of the Demining Centre.</p>	
MT2	<p>The Bidder must clearly demonstrate that it is capable of providing a restaurant with a menu selection.</p> <p>In order to meet this requirement, the Bidder must provide a menu that clearly demonstrates that it is capable of providing food as per Appendix 1 of Annex A.</p>	
MT3	<p>The Bidder must clearly demonstrate that it is capable of providing an onsite fitness facility.</p> <p>In order to meet this requirement, the Bidder must provide a brochure or a detailed description that clearly demonstrates an onsite fitness facility.</p>	
MT4	<p>The Bidder must clearly demonstrate that it is capable of providing laundry services.</p> <p>In order to meet this requirement, the Bidder must provide a detailed description of its laundry capabilities.</p>	
MT5	<p>The Bidder must clearly demonstrate that it is capable of providing parking for a minimum of nine (9) vehicles.</p> <p>In order to meet this requirement, the Bidder must provide a description of its parking lot.</p>	
MT6	<p>The bidder must clearly demonstrate that its proposed facility offers all of the following for each room:</p> <ul style="list-style-type: none"> i. A Single or double bed with clean comfortable bedding and clean mattress. A sofa bed or cot will not be acceptable; ii. A private full bathroom with a minimum of a toilet, sink and shower; iii. Each person must have their own key to the room; iv. A television; and v. A refrigerator 	

	In order to meet this requirement, the Bidder must provide a brochure or detailed description.	
MT7	The Bidder must clearly demonstrate that its proposed facility offers on-site high speed internet service that is wireless and accessible throughout common areas, including guest rooms and conference rooms. In order to meet this requirement, the Bidder must provide a description of its on-site internet service.	

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Basis of Payment detailed in Annex "B".

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.

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 declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.2.1 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.

6.2.1.1 Task Authorization Process

1. The Contracting Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "C".
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 Contracting Authority, within four (4) 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 Contracting 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.

6.2.1.2 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.

6.2.1.3 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by D Maj Proc 7-5-4. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.3 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.

6.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 March 2021.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) six (6) month periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise an option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kim Seguin
Title: Senior Procurement Officer
Organization: Department of National Defence
Directorate: D Maj Proc 7
Address: National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Telephone: _____
E-mail address: Kim.Seguin@forces.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.

6.5.2 Technical Authority (to be specified in the resulting Contract)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

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 Project 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.

6.5.3 Contractor's Representative (to be specified in the resulting Contract)

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (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.

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed _____ EUR (to be specified in the resulting contract). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.7.3 Electronic Payment of Invoices – Contract

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

- a. Wire Transfer (International Only);

6.7.4 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.

6.8 Certifications and Additional Information

6.8.1 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.

6.9 Applicable Laws

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

6.10 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 2010B (2018-06-21) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, the signed Task Authorizations (including all associated annexes, if any); and
- (f) the Contractor's bid dated _____ (to be specified in the resulting contract).

ANNEX "A"

STATEMENT OF WORK

1. Scope

The Department of National Defence (DND), Canadian Armed Forces (CAF) has a requirement for accommodations, hotel amenities, meals and laundry services in Kamyanets-Podilsky, Ukraine. The duration of the contract for these services will be from the date of contract award to 31 March 2021, plus two (2) option periods of six (6) months each.

Core Services: The CAF requires the monthly provision of up to 12 single occupancy rooms, 7 suites and 1 common room.

Task Based Services: The CAF may require up to 10 additional single occupancy rooms each month on an as-and-when-required basis, with the issuance of a DND 626 Task Authorization.

- a. The occupants will reside in the same facility and, where possible, be grouped together in a manner as determined by the CAF point of contact.
- b. The Contractor shall have reasonable flexibility to adapt to any changes in dates of check-in and check-out and timings, and the total number of rooms required.
- c. The services to be provided will be the same for all personnel, regardless of whether they form part of the core services component of the Contract, or the task based services component of the Contract.

1.2 Purpose

The purpose of this Statement of Work (SOW) is to obtain accommodations, hotel amenities, meals and laundry services in support of the CAF's operation:

- a. For Core Services as detailed in section 2.2.2 of this SOW; and
- b. For Task Based Services on an "as and when required basis". The instrument to obtain these services will be through a DND 626 Task Authorization. Each Task Authorization shall detail as a minimum the requirements including dates and required quantities.

1.3 Applicable Documents

Appendix 1: Regular Meal Pattern

Appendix 2: Boxed Lunches

Appendix 3: Portion Size Standards

2. Requirements

2.1 Tasks

The Contractor must deliver the following services in support of the CAF's operation in Kamyanets-Podilsky, Ukraine, as follows:

- 2.1.1 On-site representative services;

2.1.2 Hotel accommodations and all amenities;

2.1.3 Meals; and

2.1.4 Laundry Services.

2.2 Technical Requirements

The requirements detailed below are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

2.2.1 On-site representative services: The Contractor must designate a representative, for the entire period of the contract, who will be responsible for:

- a. Coordinating hotel accommodations and amenities in Kamyranets-Podilsky, Ukraine in accordance with SOW sections 2.2 and 2.3;
- b. Providing the Requisitioning Authority with monthly reports on the usage of the Contract and its Task Authorizations for all hotel accommodations and amenities, meals and laundry, showing the number, date and total value. Reports must be submitted no later than two (2) business days after the designated reporting period in the form of an Excel table presenting the aforementioned information;
- c. The on-site representative must have the authority to liaise with authorized CAF personnel and facilitate the coordination and completion of the services outlined in the contract; and
- d. The Contractor and all On-Site Representative(s) must effectively communicate in a clear and understandable manner in English.

2.2.2 Hotel accommodations and amenities: The Contractor must coordinate the provision of hotel accommodations both for the Core Services room requirement and for the Task Based services for the entire duration of the contract.

a. Core Services: The contractor must provide non-smoking single occupancy rooms (smoking rooms that have been “cleaned” or deodorized are not acceptable) as follows:

Estimated Quantity of Single Occupancy Rooms	Estimated Quantity of Suites	Estimated Quantity of Common Rooms
12	7	1

b. Task Based Services: The CAF will provide the Contractor with a minimum of seven (7) days' notice of exact room number requirements for any additional room requirements. The nature of military operations may however preclude such a minimum notice period and the Contractor may be requested to provide rooms on less than 48 hours' notice. All task based services will be communicated to the contractor through a DND 626 Task Authorization.

c. All rooms must have, at a minimum,

- i. A Single or double bed with clean comfortable bedding and clean mattress. A sofa bed or cot will not be acceptable;
- ii. A private full bathroom with a minimum of a toilet, sink and shower;

- iii. Capability of completely blocking out light during the day i.e. blackout curtains or shutters, to allow rest for shift-workers;
 - iv. Each person must have their own key to the room;
 - v. A telephone capable of making international calls. Personnel will pay phone charges at time of check out. The Department of National Defence will not be invoiced for personal calls made from rooms under any Standing Offer call-ups;
 - vi. Either an alarm clock or easy access to reliable wake-up call services;
 - vii. A television; and
 - viii. A refrigerator.
- d. The Contractor's proposed hotel must provide early check-in and late check-out services as required to accommodate flight changes. If not feasible, in lieu of early check-in or late check-out, a secure luggage storage area must be provided.
- e. Accommodations must adhere to the following cleaning requirements:
- i. Rooms, including bathrooms, must be cleaned daily;
 - ii. Beds must be made, daily;
 - iii. Hand towels, bath towels, washcloths and bath mats must be changed daily;
 - iv. Fresh towels, soap and shampoo sufficient for the number of personnel in each room must be provided daily;
 - v. Provide daily at least one (1) sanitized (cleaned and disinfected is acceptable) drinking glass per person; and
 - vi. Linens must be changed at least once a week.
- f. The Contractor must coordinate the provision of hotel amenities for the entire period of the contract, to include:
- i. On-site Fitness facility. The fitness facility and any fitness classes offered, if offered, will be provided at no extra charge;
 - ii. Welfare room/common room: The contractor must provide one additional suite (for use as a common room for all CAF occupants) with storage and/or a meeting room to include a table and four chairs, two sofas, television, bathroom with minimum a sink and toilet and that is not accessible by the public. The Contractor must provide 25 room keys/cards for access;
 - iii. Parking must be available and reserved on-site for up to nine (9) vehicles at no extra charge. Additional parking spaces may be requested at no extra charge; and
 - iv. High speed internet must be available on-site. The internet must be wireless and accessible throughout common areas, including guest rooms and conference rooms. Internet services will be provided at no extra charge.

2.2.2 Meals:

- a. Food services must be provided in accordance with the Canadian Forces standard meal item availability specifications enclosed at appendix 1 to 3. The specifications are to be used as a reference to maintain the administration of food services and a minimum level of food service quality, safety and quantity. The specifications are not intended to prescribe how the Contractor will carry out the work, or exactly what selection of meals are to be provided, but only the desired level of service.
- b. Boxed meals must be provided by the Contractor as per the Dispersed Meal Patterns identified at appendix 2, Boxed Lunches. They are cold meals packaged individually for consumption away from a dining facility to meet operational/training requirements.
- c. All food handling, storage and preparation practices are to be in accordance with the Canadian Food Inspection Agency's Guide to Food Safety located at the following website:
<http://www.inspection.gc.ca/food/non-federallyregistered/safe-food-production/guide/eng/1352824546303/1352824822033>.
- d. All meals must have assorted non-alcoholic beverages included. The CAF shall not be invoiced for alcoholic drinks consumed by CAF personnel;
- e. Portion sizes for all meal standards are found in Appendix 3 — Portion Size Standard.
- f. The Contractor must identify how they plan to deliver the meals, for example, through a restaurant, catering company or other.
- g. The Contractor must be responsible for establishing a tracking system, providing daily visibility for both the Contractor and CAF and must include tracking of feeding customers, and numbers of boxed meals.
- h. The Contractor must provide sample choice menus of items available for breakfast, lunch, dinner, and boxed meals with their proposal.
- i. There must be variety in the meals and in the boxed lunches to avoid repetition and ensure variety of choices. The same meals are not to be provided day after day, so there must be minimum choice of five (5) meals to be offered for every meal served.
- j. Meals not conforming to the specifications detailed at appendix 1, 2, and 3 will be returned to the Contractor and not paid for. Reasonable cause for discontinuing meal requirement includes, but is not limited to, the following:
 - i. Receipt of unsatisfactory meals;
 - ii. Menu substitutions without prior CAF approval;
 - iii. Short shipment — receipt of less than the meal order quantity; and
 - iv. Late delivery — meals not available for CAF pick-up at the pre-arranged time, or not delivered at the pre-arranged time.
- k. The Contractor must accommodate when possible, special dietary needs to accommodate religious beliefs and temporary illness, when directed by the CAF representative.
- l. Food prepared must be palatable and free of contamination, and must be produced from items that have not exceeded their "best before" or expiry date.

- m. Personnel preparing the food must hold the appropriate food services qualifications.
 - n. Packaging and Meal Preparation: The Contractor is responsible for all packaging materials related to the provision and service of these meals. Meals must be prepared no more than 12 hours ahead of the delivery date. Meals must be held under refrigeration until pick-up ensuring holding times and temperatures are in accordance with the Canadian Food Inspection Agency's Guide to Food Safety at the following website: <http://www.inspection.gc.ca/food/non-federallyregistered/safe-food-production/guide/eng/1352824546303/1352824822033>
- 2.2.3 Laundry Services: The contractor is responsible for laundry services, including washing, drying, and folding CAF personal laundry.
- a. The Contractor must be able to handle laundry volumes generated from 19 personnel with each person possibly generating up to 45 items per week, or seven (7) kg per week, per person. Each laundry bag of soiled clothing will weigh no more than seven (7) Kg.
 - b. Examples of clothing per bag (or per CAF member) per week includes seven (7) pairs of socks, seven (7) t-shirts, seven (7) underwear, seven (7) undershirts, two (2) uniforms (uniforms consist of one (1) pair of pants, one (1) shirt), plus miscellaneous personal clothing, such as trousers (any type), shirts, t-shirts, track pants, sweaters, pyjamas, blouses, skirts, dresses, shorts, brassieres and gym outfits.
 - c. The following Laundry tracking services must be in place:
 - i. Upon drop-off of soiled laundry, each CAF member will provide the contractor with a count spreadsheet/laundry slip itemizing the list of articles in the bag and the number of bags tagged (named) for each individual. Both the contractor and the CAF member must retain a copy of the laundry slip.
 - ii. Once the Contractor has completed the laundry service which includes washing, drying and folding, the Contractor must return the items in the laundry bag tagged (named) for each individual, along with a signed copy of the laundry slip or count spreadsheet itemizing the list of articles in the bag. Once the CAF member has verified their laundry bag and has accounted for all items, the CAF member will provide a copy of the itemized list to the on-site Technical Authority or his/her designate. This will allow for tracking of laundry usage.
 - iii. The articles of clothing and number of laundry bags will be reconciled during each pick-up and delivery.
 - d. The Contractor must ensure that CAF clothing and other customers' clothing are separated to avoid loss or mix-up.
 - e. Any personal items that are found among the garments and textiles shall be returned by the Contractor to the CAF member.
 - f. If ammunition, explosive substances, or other contraband are found, the Contractor shall immediately inform the CAF Point of Contact for disposal.
 - g. The Contractor shall provide all equipment and supplies necessary to perform this service at their own facilities.
 - h. The Contractor's obligation is to ensure minimum lost, stolen and damaged items.
 - i. The Contractor will be financially liable for any lost, stolen or damaged items.
 - j. Contractor shall only charge for the number of bags recorded as having been received.

- k. The Contractor shall provide a copy of the order for each laundry bag with each clean laundry bag delivered, to be used for reconciliation with each invoice.

2.3 Constraints

- 2.3.1 The Contractor must provide a contact number that may be used 24/7 for the on-site representative to respond to any CAF queries or emergencies.
- 2.3.2 The designated on-site representative must be able to answer the lead times identified in this SOW, for the duration of the Contract.
- 2.3.3 Quality Assurance: The Contractor must ensure that all of the requirements outlined in this SOW are met at all times. The Contractor must respond back to the CAF Point of Contact within 24 hours of being advised of any discrepancies related to hotel rooms, hotel amenities, meals, and laundry, and advise the CAF Point of Contact of the corrective action.
- 2.3.4 The Contractor must ensure that hotel accommodations can be secured and booked by the dates specified in the Contract;
- 2.3.5 The Contractor must ensure that accommodations are located in a safe and quiet environment to allow rest for shift-workers (higher floors preferred);
- 2.3.6 The Contractor must ensure that accommodations are located no more than 15 driving kilometres of the Demining Centre which is located at 32300, Kamyanyets-Podilsky, 56 Gagarina Str;
- 2.3.7 The Contractor must accommodate CAF personnel in one (1) hotel facility; and
- 2.3.8 The Contractor must ensure that CAF personnel are not relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue.
- 2.3.9 All meals must comply with Appendices 1, 2, and 3.
- 2.3.10 The Contractor shall only use hypoallergenic washing powder, detergents, and other additives and compounds that guarantee a good washing and cleaning effect and gentle treatment of textiles. All laundered articles shall be fully dried in order to prevent mildew/odour.
- 2.3.11 The Contractor shall provide laundry services with a turnaround time of no longer than 48 hours. Turnaround time includes the time the bagged dirty laundry is picked up at CAF's location to the return of clean, dry and folded laundry to the original location.
- 2.3.12 The Contractor's obligation is to ensure minimum lost, stolen and damaged items. The Contractor will be financially liable for any lost, stolen or damaged items.
- 2.3.13 The Contractor must have sufficient back-up power generation systems to ensure that power outages do not exceed two hours.
- 2.3.14 The hotel must have cell phone coverage in all of the proposed rooms.

2.4 Client Support

- 2.4.1 Each CAF member will be responsible for dropping off their laundry bag along with a completed form of the laundry contents.
- 2.4.2 Each CAF member will be responsible for dropping off their signed laundry slip or tracking form to the CAF TA or the TA's designated laundry representative. The TA must retain all member's copies of laundry slips for tracking purposes.

2.4.3 CAF members must advise the CAF on-site Technical Authority or his/her designate of any discrepancies/issues within 24 hours of the laundry delivery, who will in turn advise the Contractor.

3. Deliverables

3.1 On-site representative services as per this SOW.

3.2 Hotel services and amenities as per this SOW.

3.3 Monthly reporting on hotel accommodations, amenities, meals and laundry as per SOW 2.2.1b.

3.4 Meals as per this SOW.

3.5 Laundry services as per this SOW.

Appendix 1 to Annex A – REGULAR MEAL PATTERN

Breakfast
Juice Fruit Breakfast entrée Breakfast meat or alternative Cheese or Yogurt Breakfast starch Breakfast vegetable Bread product Two beverages Condiments / Preserves
Lunch
Soup Main Entrée Choice of freshly prepared protein dish, pasta, à la carte, or sandwich Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments
Supper
Soup Main Entrée dish Choice of freshly prepared protein dish, pasta or à la carte item Starch Cooked vegetable Salad Bar Fruit Dessert Bread product Three beverages Condiments

Appendix 2 to Annex A – BOXED LUNCHES

BOXED MEALS	Box Lunch /Supper
Two fruit One juice Cereal (with 250 ml milk) Egg Breakfast meat or alternative (meat, cheese or yogurt) Two breakfast bread products Appropriate condiments	Two sandwiches - 1 of sliced solid meat (90 g) and 1 with a mixed filling, (110 g) Or 1 sandwich with a mixed filling and 1 solid meat item with a roll, Or 1 cold plate with sliced meats and a solid meat item with two rolls. (Note: a variety of fresh bread products is to be used, e.g. one sandwich whole wheat, one sandwich white bread.) Side salad or assorted raw vegetables Condiments appropriate for sandwiches and salad Fresh or canned fruit One prepared or baked dessert Two beverages – See Note 1 below. One pocket supplement (for example, granola bar, nuts, or cheese and cracker pack)

Note 1: Two beverages: One of the two beverages should be milk. However, in situations where milk may not be appropriate for issue in a box lunch (hot weather conditions, diner preference), either 2 x 250 ml juice/cold beverages or 1 x 400-500 ml container of juice/cold beverage can be issued. Where potable water is available in a dining facility, bottled water shall not be provided. Sports Drinks, Energy Drinks, Thirst Quenchers, and Bottled water, flavoured, sparkling, fortified or other bottled water products are not covered within this standard.

Appendix 3 to Annex A – PORTION SIZE STANDARD

Lunch and Supper	
Soup	250 ml
Steaks and chops (bone in)	250g (raw)
Chicken pieces (bone-in)	275g (raw)
Steak (boneless)	225 g (raw)
Boneless meat/poultry	210 g cooked / (180 g raw)
Fish (steaks, fillet)	210 g (raw)
Fish (battered)	210 g (cooked)
Stews	300 g (cooked) (250 ml ladle)
Casserole dishes	300g (cooked) (250 ml ladle)
Pasta / sauce (main entrée)	210 g of pasta, 175 ml of sauce
Three decker sandwich	1 each (90 g of meat total)
Hamburger	1 each (167 g raw)
Hot dog	80 g (2 ea @ 40 g or 1 ea @ 80 g)
Pizza	1 each (1/6 of a 40 cm diameter pizza) 240
Tacos	2 each
Burritos	1 each (210g)
Submarine (21 cm long)	1 each (90 g sliced meat or 110 g mixed filling)
Sandwich	1 each
Sandwich filling – salad	110 g / 110 rp
Sandwich filling - sliced meat	90 g
Sliced meat – for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned fruit	175 ml
Fresh fruit (individual)	1 each
Fresh grapes/berries/sliced fruits /	125 ml or 90 g
Pudding	125 ml
Jell-O	125 ml
Ice cream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm X 5 cm X 7 cm)
Pie	1 piece (1/8 of a 22 cm diameter pie)
Squares	1 piece (5 cm X 5 cm X 2.5 cm)
Cookies (7.5 cm diam.)	2 each
Cookies (12.5 cm diam.)	1 each
Doughnuts / Sweet Buns	1 each
Bread	1 slice
Dinner Roll	1 each
Beverages	
Juice	250 ml
Milk (2%, 1%, skim, choc, non dairy))	250 ml
Fruit Drinks	250 ml
Pop	250 ml
Hot Beverages	250 ml

ANNEX "B"

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm fixed all-inclusive pricing as follows:

Initial Contract Period: From the date of Contract Award to 31 March 2021					
	Hotel Rooms	Estimated # of Rooms	All Inclusive Per Diem Price per Room (including all taxes & fees)	Estimated # of Days	Total Cost of Rooms
	Single Occupant Rooms	12	€	243	€
	Suites	7	€	243	€
	Common Room	1	€	243	€
	Additional rooms on an as and when required basis	10	€	80	€
	Laundry	# of Bags	Per Bag Price		Total Cost of Laundry
	Laundry – Price per bag weighing less than 7Kg	1350	€		€
	Meals	# of Meals	Per Meal Price		Total Cost of Meals
	Hot Breakfast at Hotel	4,700	€		€
	Hot Lunch at Hotel	1,350	€		€
	Boxed Lunch	3,400	€		€
	Hot Dinner at Hotel	4,700	€		€
(a) Total Initial Contract Period €					€
Option Period 1: From 1 April 2021 to 30 September 2021					
	Hotel Rooms	Estimated # of Rooms	All Inclusive Per Diem Price per Room (including all taxes & fees)	Estimated # of Days	Total Cost of Rooms
	Single Occupant Rooms	12	€	183	€
	Suites	7	€	183	€
	Common Room	1	€	183	€
	Additional rooms on an as and when required basis	10	€	60	€
	Laundry	# of Bags	Per Bag Price		Total Cost of Laundry
	Laundry – each bag weighing less than 7Kg	1000	€		€
	Meals	# of Meals	Per Meal Price		Total Cost of Meals
	Hot Breakfast at Hotel	3,550	€		€
	Hot Lunch at Hotel	1,050	€		€
	Boxed Lunch	2,500	€		€
	Hot Dinner at Hotel	3,550	€		€
(b) Total, Option Period 1					€

Option Period 2: From 1 October 2021 to 31 March 2022					
	Hotel Rooms	Estimated # of Rooms	All Inclusive Per Diem Price per Room (including all taxes & fees)	Estimated # of Days	Total Cost of Rooms
	Single Occupant Rooms	12	€	182	€
	Suites	7	€	182	€
	Common Room	1	€	182	€
	Additional rooms on an as and when required basis	10	€	60	€
	Laundry	# of Bags	Per Bag Price		Total Cost of Laundry
	Laundry – each bag weighing less than 7Kg	1000	€		€
	Meals	# of Meals	Per Meal Price		Total Cost of Meals
	Hot Breakfast at Hotel	3,550	€		€
	Hot Lunch at Hotel	1,050	€		€
	Boxed Lunch	2,500	€		€
	Hot Dinner at Hotel	3,550	€		€
(c) Total, Extended Contract Period 2					€
Total Limitation of Expenditure, Total Cost (a)+(b)+(c)					€

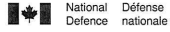
Expected usage numbers are estimates provided in good faith and do not guarantee actual usage.

2.0 Total Estimated Cost

Initial Contract Period: €
Option Period 1 (If Option is Exercised): €
Option Period 2 (If Option is Exercised): €

ANNEX "C"

TASK AUTHORIZATION



**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 <hr/> 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 – Expédié à	Date _____ _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
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. NE S'APPLIQUE QU'ÀUX 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.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		