



National Defence
National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

**REQUEST FOR PROPOSAL /
DEMANDE DE PROPOSITION**

**RETURN BIDS TO /
RETOURNER LES SOUMISSIONS À**

Director Services Contracting 4
(D Svcs C 4)

Attention: Rogelio Orsetti, Procurement Officer

By email to:
DSvcsC4Contracting-DCSvcs4Contrats@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 – Commenataires

**THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT**

**CE DOCUMENT NE CONTIENT
AUCUNE EXIGENCE EN MATIÈRE DE
SÉCURITÉ**

<p>Solicitation Closes / L'invitation prend fin:</p> <p>At / à : 02.00 PM EDT</p> <p>On / le : 17 Aug 2020</p>

Title / Titre: Fire Prevention Week Kits	Solicitation No / No de l'invitation: W6369-20-X053
Date of Solicitation / Date de l'invitation: 7 July 2020	
Address Enquiries to – Adresser toutes questions à: Rogelio Orsetti by email to: Rogelio.Orsettipetrocelli@forces.gc.ca	
Telephone No. / N° de téléphone: 819-939-7935	FAX No / No 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:	
<p>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):</p> <p>Name / Nom: _____ Title / Titre: _____</p>	
Signature: _____	Date: _____

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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is no security requirement associated with this bid solicitation.

1.2 Statement of Requirement

The requirement is detailed under the "Requirement" at Annex "A".

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 2, Procurement Business Number is deleted in its entirety.
- b) Section 5, Submission of Bids – Subsection 2(d) is amended as follows:
 - i) Send its bid only to DND / D Svcs C as specified on page 1 of the bid solicitation.
- c) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days
- d) Section 6, Late Bids is deleted in its entirety.
- e) Section 7, Delayed Bids is deleted and replaced by:
 - i) 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.
- f) Section 08, Transmission by facsimile is deleted in its entirety.
- g) Section 20, Further Information is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted only to DND / D Svcs C by the date and time indicated on page 1 of the bid solicitation.

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 Department of National Defence (DND) 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. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that its entire submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing date and time to submit their bid and for DND to confirm receipt. Bid documents received after the closing date and time will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 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

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - one (1) soft copy submitted by email,

Section II: Financial Bid - one (1) soft copy submitted by email,

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

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) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B", Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" to Part 3 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

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuations

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 Criteria

MC1	The Bidder must have the legal rights to obtain National Fire Prevention Association (NFPA) licensed content, along with the rights to sell items with the recognized Sparky registered trademark and distribute NFPA Fire Prevention Week materials in Canada. The bidder must provide a readable copy of their Contract/agreement to distribute NFPA materials in Canada in English or French with its bid. Contract/agreement must be valid for the duration of the proposed Contract period.
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4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FCA Free Carrier, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

SACC Manual Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

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 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 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) 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

There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

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

SACC Manual Clause 2010A (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

In section 01, **Interpretation**, the definition of "Canada", "Crown", "Her Majesty" or "the Government" is amended as follows:

Delete: Minister of Public Works and Government Services

Insert: Minister of National Defence

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract to November 30, 2022 inclusive.

6.4.2 Delivery Date

All the deliverables listed in Annex "A", Section 4.1, must be received by September 30 of each year of the Contract.

6.4.3 Delivery Points

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

6.4.4 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option, under the same conditions stated in the Contract, to acquire the deliverables described in Annex "A", Section 4.1 of the Statement of Requirement, to a maximum of two (2) optional one (1) year periods.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the

Contracting Authority, and will be evidenced for administration purposes only, through a Contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Rogelio Orsetti
Title: Procurement Officer
Organization: Department of National Defence, Director Services Contracting 4 (D Svcs C 4)
Address: National Defence Headquarters
Attention: D Svcs C 4-2-2-2
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Telephone: 819-939-7935
E-mail address: Rogelio.Orsettipetrocelli@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

The Technical Authority for the Contract is: (to be specified in resulting contract)

Name: _____
Title: _____
Organization: _____
Address: National Defence Headquarters
Attention: _____
Colonel By Drive
Ottawa, Ontario
K1A 0K2
Telephone: _____
Facsimile: _____
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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: (to be specified in resulting contract)

Name: _____
Title: _____

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

6.6 Payment

6.6.1 Basis of Payment: Cost reimbursable – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex "B", to a limitation of expenditure of (to be specified in resulting contract). Customs duties are included and Applicable Taxes are extra.

6.6.2 Limitation of Price

SACC Manual Clause C6000C (2017-08-17), Limitation of Price

6.6.3 Payment

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

6.6.4 SACC Manual Clauses

SACC Manual Clause C2000C (2007-11-30), Taxes - Foreign-based Contractor

SACC Manual Clause C2605C (2008-05-12), Canadian Customs Duties and Sales Tax – Foreign-based Contractor

SACC Manual Clause C2608C (2019-05-30), Canadian Customs Documentation

SACC Manual Clause C2610C (2007-11-30), Department of National Defence - Importer

SACC Manual Clause B7500C (2006-06-16), Excess Goods

6.6.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): [List below to be modified in the resulting Contract as indicated by the successful Bidder in its Bid, if applicable]

- 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)

6.7 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.

Invoices must be distributed as follows:

-
- a. The original and one (1) copy must be forwarded via email to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment; and
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 2010A (2020-05-28), General Conditions - Goods (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment; and
- (e) the Contractor's bid dated _____.

6.11 SACC Manual Clauses

SACC Manual Clause A9006C (2012-07-16), Defence Contract

SACC Manual Clause D0018C (2007-11-30), Delivery and Unloading

SACC Manual Clause D2025C (2017-08-17), Wood packaging materials

SACC Manual Clause D2001C (2007-11-30), Labelling

SACC Manual Clause G1005C (2016-01-28), Insurance - No Specific Requirement

6.12 Shipping Instructions

For Canadian-based contractors:

1. Delivery will be FCA Free Carrier at _____ (to be specified in resulting contract) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

-
2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Co-ordination Center (ILCC)
Telephone: 1-877-877-7423 (toll free)
Facsimile: 1-877-877-7409 (toll free)
E-mail: ILHQOttawa@forces.gc.ca

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:
 - a. the Contract number;
 - b. consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
 - c. description of each item;
 - d. the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
 - e. actual weight and dimensions of each piece type, including gross weight;
 - f. full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian [Transportation of Dangerous Goods Regulations](#), and a copy of the safety data sheet in English and French.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

OR

For foreign-based contractors:

1. Delivery will be FCA Free Carrier at _____ (to be specified in resulting contract) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility
2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Coordination Center (ILCC):
Telephone: 1-877-447-7701 (toll free)
Facsimile: 1-877-877-7409 (toll free)
E-mail: ILHQOttawa@forces.gc.ca

3. The Contractor must provide the following information to the DND Inbound Logistics contact when arranging for shipment:
 - a. the Contract number;
 - b. consignee address (if multiple addresses, items must be packaged and labeled separately with each consignee address);
 - c. description of each item;
 - d. the number of pieces and type of packaging (e.g. carton, crate, drum, skid);
 - e. actual weight and dimensions of each piece type, including gross weight;
 - f. copy of the commercial invoice (in accordance with clause [C2608C](#), section 4, of the [Standard Acquisition Clauses and Conditions Manual](#)) or a copy of the Canada Border Services Agency form CI1 [Canada Customs Invoice](#) (PDF 429KB) - ([Help on File Formats](#));
 - g. [Schedule B](#) codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
 - h. North American Free Trade Agreement Certificate of Origin (in accordance with clause C2608C, section 2) for the U.S. and Mexico only;
 - i. full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian [Dangerous Goods Shipping Regulations](#) and a copy of the safety data sheet.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, the marking of each piece with a Transportation Control Number and customs documentation.
5. The Contractor must not ship goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time that are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

6.13 Inspection and Acceptance

The Technical 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.

ANNEX "A" - STATEMENT OF REQUIREMENT

1. SCOPE

- 1.1. The Canadian Forces Fire Marshal (CFFM) requires up to 110 standard-issue National Fire Protection Association (NFPA) Fire Prevention Week Kits (herein referred to as "Kit(s)") annually. These Kits will be distributed to requesting Canadian Armed Forces (CAF) Bases across Canada.

2. BACKGROUND

- 2.1. CFFM is mandated to deliver information on fire prevention and safety in both official languages (i.e., English and French) to all CAF bases across Canada. The CFFM fire prevention campaign shares the same goals as those associated with Fire Prevention Week; that is, to educate the public to take precautions to prevent potentially harmful fires, and provide information about surviving fires. It is a proactive method of reducing fire emergencies and limiting damages caused by these incidences. In today's world of continuous technological advancement and increasing presence of electronics around us and in the home, there is an ever-increasing potential of fires.
- 2.2. CFFM will most effectively fulfill its mandate by aligning itself with the nationally recognized symbols and information provided through Kits that comply with the NFPA Standard. All CAF Fire Departments will display the contents of these kits during their open house for families to take at their leisure. The kits are also used by our fire inspectors/public educators as a tool to inform on fire prevention when visiting schools, day care centres, etc. The kits are a valuable tool for the firefighters and are used to send crucial fire prevention messages to Base personnel, their families and to the community.

3. TASKS

- 3.1. The Contractor must assemble up to 110 (e.g., 25 French and 85 English) Kits each year for the duration of the Contract. The Technical Authority will provide the number of kits required every year 30 days prior to September 30.
- 3.2. The Contractor must ship each year for the duration of the Contract, the number of kits to the CAF Bases across Canada. The Technical Authority will provide the number of kits required every year 30 days prior to September 30. Shipments must be received on or before 30 September each year.

4. DELIVERABLES

- 4.1. The Contractor must deliver up to 110 (e.g., 85 English and 25 French) Kits across Canada on or before 30 September each year. The Technical Authority will provide the number of kits required every year 30 days prior to September 30.

The following items must be included per each English and French kit:

Item	Kit Qty.
NFPA FPW - CANADIAN EDITION KIT	
FPW Banner	1

FPW Magnet	100
FPW Poster	20
FPW Sticker	100
FPW Bag (bilingual)	100
FPW Brochure	100
FPW Kids Activity Book	100
Sparky Growth Chart (bilingual)	50
Sparky Punch Out & Colour Coin Bank (bilingual)	50
Sparky Flying Discs (bilingual)	25
Sparky Temporary Tattoos (bilingual)	100
4 pk. Crayons (bilingual)	100
Children's Red Fire Hats (bilingual)	100
Kitchen Sure Grip Jar Opener (bilingual)	50
Silicone Basting Brush (bilingual)	25

Note: The contents of the each item will depend upon the Fire Prevention Week campaign theme, which changes every year.

5. PREPARATION FOR DISTRIBUTION AND PACKAGING INSTRUCTIONS

5.1. The Contractor must count, assemble and package the required quantities as specified in the list provided by the technical authority. The Contractor must supply and prepare the packages for distribution, including all materials to prepare address files, print and affix labels, seal packages and carry out all preparation for delivery to destination.

5.2. PACKAGING AND LABELLING

5.2.1. All items must be packed in sturdy, appropriately sized packages or cartons, in such a way as to not damage contents. The packages/cartons must be able to sustain considerable handling.

5.2.2. Cartons are not to exceed 25 lbs. in weight. All packages and cartons must be clearly labelled.

5.2.3. The Contractor is responsible for addressing any items being delivered according to the delivery address supplied annually by the CFFM, including printing and application of any required labels. The Contractor is responsible to label items as per labelling instructions below.

5.2.4. Instructions for product packaging and labelling:

5.2.4.1. Pallet size: 40" X 48", 4 way entry, not higher than 54" from the floor (including the height of the pallet).

- 5.2.4.2. Within one shipment, all pallets should have the same number of boxes per row and the same amount of rows per pallet. Only one pallet should bear the odd amount of boxes if need be.
- 5.2.4.3. All boxes should be properly labelled indicating the following for each order:
 - a. the client, shipping address and telephone number should be identified
 - b. the title and / or description of product
 - c. the total number of boxes per pallet
 - d. the total quantity expected
 - e. the odd quantity box should be well identified
- 5.2.4.4. All labels should be affixed on the side of boxes, with the labels facing the outside of the pallet (inside boxes should be facing the front of the pallet).
- 5.2.4.5. All boxes should be identically packaged and completely filled, except for the odd quantity box. They should all have the same quantity of the same product in each box.
- 5.2.4.6. Different products should not be packaged together in the same box and need to be separately identified on a pallet.
- 5.2.4.7. Each shipment to each location must contain a complete packing slip.
- 5.2.5. Each shipment must be accompanied by a clear and detailed packing slip/waybill. All packing slips must indicate the item title/description, the number of items within each package/box, the total number of boxes for the shipment and the total quantity of each item shipped.

6. LIST OF DELIVERY LOCATIONS

The Contractor must be able to deliver to all location in the table below (Appendix 1 to the Statement of Requirement). A list of delivery location will be provided by the Technical Authority 30 days prior to September 30.

Appendix 1 to the Statement of Requirement

	Location	ADDRESS Line 1	ADDRESS Line 2	City	Province	Postal Code
1	Bagotville (3 ESC) FD	PO Box 5000	Stn. Bureau-Chef	Alouette	QC	G0V 1A0
2	Borden (CFB) FD	PO Box 1000	Station Main	Borden	ON	L0M 1C0
3	CFS Alert FD	PO Box 5210	Station Forces	Belleville	ON	K8N 5W6
4	Chilliwack (Area Const. Unit) FD	PO Box 8000	Station Main	Chilliwack	BC	V2P 8A6
5	Cold Lake (4 Wing) FD	PO Box 6550	Station Forces	Cold Lake	AB	T9M 2C6
6	Comox (19 Wing) FD	PO Box 1000	Station Main	Lazo	BC	V0R 2K0
7	Dundurn FD	CFB Winnipeg		Dundurn	SK	S0K 1K0
8	Edmonton (CFB) FD	PO Box 10500	Station Forces	Edmonton	AB	T5J 4J5
9	Esquimalt (CFB) FD	PO Box 17000	Station Forces	Victoria	BC	V9A 7N2
10	Esquimalt (CFFS) FD	PO Box 17000	Station Forces	Victoria	BC	V9A 7N2
11	Gagetown (CFB) FD	PO Box 17000	Station Forces	Oromocto	NB	E2V 4J5
12	Gander (9 Wing) FD	PO Box 6000	Station Main	Gander	NL	A1V 1X1
13	Goose Bay (5 Wing) FD	PO Box 1012	Station C	Goose Bay	NL	A0P 1S0
14	Greenwood (14 Wing) FD	PO Box 5000	Station Main	Greenwood	NS	B0P 1N0
15	Halifax (CFB) FD	PO Box 5000	Station Main	Shearwater	NS	B0J 3A0
16	Halifax (CFB) FD	PO Box 99000	Station Forces	Halifax	NS	B3K 5X5
17	Kingston (CFB) FD	PO Box 17000	Station Forces	Kingston	ON	K7K 7B4
18	Land Forces Western Training Cen. FD	General Delivery		Denwood	AB	T0B 1B0
19	Montreal (CFB) FD	PO Box 100	Stn. Bureau-Chef	Richelain	QC	J0J 1R0
20	Moose Jaw (CFB) FD	PO Box 5000	Station Main	Moose Jaw	SK	S6H 7Z8
21	North Bay (22 Wing) FD	General Delivery		Hornell Heights	ON	P0H 1P0
22	Petawawa (CFB) FD	PO Box 9999	Station Main	Petawawa	ON	K8H 2X3
23	Shearwater (12 Wing) FD	PO Box 5000	Station Main	Shearwater	NS	B0J 3A0
24	Shilo (CFB) FD	PO Box 5000	Station Main	Shilo	MB	R0K 2A0
25	Suffield (CFB) FD	PO Box 6000	Station Main	Medicine Hat	AB	T1A 8K8
26	Trenton (8 Wing / CFB) FD	PO Box 1000	Station Forces	Astra	ON	K0K 3W0
27	Valcartier (CFB) FD	PO Box 1000	Station Forces	Courcelette	QC	G0A 4Z0
28	Winnipeg (17 Wing) FD	PO Box 17000	Station Forces	Winnipeg	MB	R3J 3Y5
29	ASU Toronto	1 Yukon Lane	Station Forces	Toronto	ON	M3K 0A1
30	CFSU Ottawa	180 Kent		Ottawa	ON	K0K 3W0

ANNEX “B” - BASIS OF PAYMENT

When completed, Annex B will be considered as the Bidder's Financial Bid.

1.0 General

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below.

2.0 Cost of Fire Prevention Week Kits

The Firm Unit Price(s) include(s) associated specifications and Deliverables as per Annex A, Free Carrier (FCA), Incoterms 2000:

If discrepancies are found between the unit price and the extended totals, unit price will prevail.

	Quantity(estimated)	Unit Price	Extended Total
Initial Contract Period – Year 1:			
Kits delivered by Sept. 30, 2020	110	\$ ██████████	\$ ██████████
Initial Contract Period – Year 2:			
Kits delivered by Sept. 30, 2021	110	\$ ██████████	\$ ██████████
Initial Contract Period – Year 3:			
Kits delivered by Sept. 30, 2022	110	\$ ██████████	\$ ██████████
Extended Contract Period 1 (If Option is Exercised)			
Kits delivered by Sept. 30, 2023	110	\$ ██████████	\$ ██████████
Extended Contract Period 2 (If Option is Exercised)			
Kits delivered by Sept. 30, 2024	110	\$ ██████████	\$ ██████████

ANNEX "C" - ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts the following Electronic Payment Instrument:

- 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)