



## PROPANE DELIVERY AND TANK RENTAL

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

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

### **1.2 Summary**

The Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the supply, delivery, transportation and off-loading of liquefied petroleum gas (propane) and propane tanks in accordance with the Canadian Standards Board Specifications CAN-CGSB 3.14-2013 and the terms and conditions contained herein, as required by various locations within DND Wainwright in Wainwright, Alberta, DND 4 Wing Cold Lake in Cold Lake, Alberta and Primrose Lake Evaluation Range (PLER), located approximately 40 kilometers north of DND Cold Lake.

The requirement also includes periodic inspections, re-certifications, refilling of Crown-owned cylinders and the purchase of cylinders. Contractor must pick up cylinders for refilling and return them to DND site upon completion or to do work on DND site.

Up to two (2) Standing Offers will be issued against this requirement.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions

and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.4 Debriefings**

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

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

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

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

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

#### PWGSC Western Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

**Note:** Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the

question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.4 Applicable Laws

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

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

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

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

### **3.1 Offer Preparation Instructions**

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

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

Offers transmitted by facsimile or hardcopy will not be accepted.

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

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

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

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

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

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

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

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

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

C3011T (2013-11-06), Exchange Rate Fluctuation

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



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

- a. The Offeror must place an offer for a minimum of one of the location listed in Annex "B", Basis of Payment.
- b. The Offeror must provide pricing for all items for all three (3) years for the applicable geographic area that the Offeror wishes to place an offer in.
  - i. For example, if the Offeror wishes to place an offer for the DND Wainwright location only, the Offeror must provide pricing for all items for all three (3) years for DND Wainwright in Annex "B", Basis of Payment only.

#### **4.1.2 Financial Evaluation**

Offers for each location listed in Annex "B", Basis of Payment will be evaluated individually.

The extended price for each location will be calculated by multiplying the estimated usage values provided by the Offeror's corresponding unit price or discount percentage. The total assessed offer price for a location is the aggregate of all the extended prices for all three (3) years.

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

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The responsive offers with the lowest aggregate total assessed offer price in each of the geographic area identified will be recommended for issuance of a standing offer(s).

It is the intention of the Crown to issue up to two (2) standing offers as a result of this request: one (1) Standing Offer for each geographic as listed in Annex "B", Basis of Payment to satisfy this requirement. Should one (1) Offeror provide the lowest evaluated price for multiple locations, PWGSC will issue that Offeror a Standing Offer indicating all applicable locations.

*SACC Manual* Clause [M0069T](#) (2007-05-25), Basis of Selection

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

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

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## **PART 6 - SECURITY**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex "E".
  - b) *Industrial Security Manual* (Latest Edition).

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

##### 7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

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

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_. *(inserted at Standing Offer issuance)*

##### **7.4.2 Delivery Points**

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

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Jill Aquino  
Title: Procurement Officer  
Public Services and Procurement Canada  
Procurement Branch

Address: 269 Main Street, Room 269  
Winnipeg, MB R3C 1B3

Telephone: 431-373-1718

E-mail address: [jill.aquino@pwgsc-tpsgc.gc.ca](mailto:jill.aquino@pwgsc-tpsgc.gc.ca)

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

##### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is:

*(To be named in the Standing Offer)*

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

### 7.5.3 Offeror's Representative

(To be completed by the Offeror)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of 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.

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: \_\_\_\_\_ (inserted at Standing Offer issuance).

### 7.8 Call-up Instrument

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

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

or

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

## 7.9 Limitation of Call-ups

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

## 7.10 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2020-05-28), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2020-05-28), General Conditions - Goods (Medium Complexity);
- e) Annex "A", Requirement;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Price Change Revision Form;
- h) Annex "D", Standing Offer Reporting;
- i) Annex "E", Security Requirements Check List; and
- j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

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

## 7.13 Applicable Laws

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



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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Requirement**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 (2020-05-28) Interest on Overdue Accounts, of [2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) as specified in Annex "B" for a cost of \$ (in accordance with the call-up against the Standing Offer). Customs duties are included and Applicable Taxes are extra.

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

#### **7.4.2 SACC Manual Clauses**

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

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

[H1001C](#) (2008-05-12), Multiple Payments

[M3501C](#) (2008-05-12), Price Adjustment - Petroleum Products

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

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## 7.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.6 Insurance

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

## 7.7 SACC Manual Clauses

[A9019C](#) (2011-05-16), Hazardous Waste Disposal  
[A9039C](#) (2008-05-12), Salvage  
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[B1505C](#) (2016-01-28), Shipment of Dangerous Goods/Hazardous Products  
[B7500C](#) (2006-06-16), Excess Goods  
[D3014C](#) (2007-11-30), Transportation of Dangerous Goods/Hazardous Products  
[D3015C](#) (2014-09-25), Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

## 7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## **ANNEX "A"**

### **REQUIREMENT**

#### **A. GENERAL**

##### **1. Description**

The Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the supply, delivery, transportation and off-loading of liquefied petroleum gas (propane) and propane tanks in accordance with the Canadian Standards Board Specifications CAN-CGSB 3.14-2013 and the terms and conditions contained herein, as required by various locations within DND Wainwright in Wainwright, Alberta, DND 4 Wing Cold Lake in Cold Lake, Alberta and Primrose Lake Evaluation Range (PLER), located approximately 40 kilometers north of DND Cold Lake.

The requirement also includes periodic inspections, re-certifications, refilling of Crown-owned cylinders and the purchase of cylinders. Contractor must pick up cylinders for refilling and return them to DND site upon completion or to do work on DND site.

Up to two (2) Standing Offers will be issued against this requirement.

##### **2. Scope of Work**

###### **2.1 Propane Tank**

Each DND location will have various cylinder/ tanks owned by DND and will only require a periodic inspections, re-certifications and scheduled refilling.

The tank locations, tank sizes and quantities are listed in Appendix A for DND Wainwright and Appendix B for DND 4 Wing Cold Lake and PLER.

###### **2.1.1 Rental of Propane Tanks**

Delivery, off-loading, installation, blocking of the propane tank(s) and removal (at the end of the rental period) is the responsibility of the Contractor. Installation and removal of the propane tanks will be arranged and mutually agreed between both DND and the Contractor.

The Contractor is responsible for any repairs required to restore the tanks to good workable condition providing that the repairs are not due to misuse of equipment. If repairs are required due to misuse of equipment (use beyond the manufacture's operating instructions), DND will be responsible for the repair of all propane cylinder/tank(s) as listed in Appendix A for DND Wainwright and Appendix B for DND 4 Wing Cold Lake and PLER.

###### **2.2 General**

Each propane cylinder/tank must have a tracking Identification number.

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### **2.2.1 Visual Cylinder Inspection**

All cylinders must be visual inspection by the Contractor prior to being filled. At minimum, the inspection process must include an examination to check for the following:

- a) damage to the cylinders (for example: dents, bulges and cracks);
- b) excessive rust or pitting;
- c) absence and condition of food ring, cylinder collar or valve cover;
- d) date of manufacture or last certification;
- e) readability of required cylinder markings;
- f) overall protection device "OPD" value (if applicable);
- g) any provincial inspection standards.

## **3. Delivery**

Refer to Appendix A for DND Wainwright and Appendix B for DND 4 Wing Cold Lake and PLER for site specific delivery information.

### **3.1 General**

Method of delivery must be in accordance with the Canadian Standards Board Specifications (CAN-CGSB 3.14-2013).

Method of delivery to conform to the standards of the Canadian Underwriters Association for the storage and handling of liquefied petroleum gases as contained in the Canadian Underwriter's Association Pamphlet No. 58.

### **3.2 Product, Use of Pending Approval**

If it is determined, following acceptance and during use, that the product does not meet the specification, the Contractor agrees to pay twenty-five percent (25%) of the price of the product used and to accept return of the balance at its own expense and refund any payments made therefor.

### **3.3 Metered Trucks**

- a) Delivery trucks must be equipped with meters capable of giving printed meter slips.
- b) The Contractor must provide printed meter slips for each delivery of petroleum products and are to accompany the applicable invoice.
- c) Meters must measure in litres.

## **4. Contractor's Use of Site**

### **4.1 Conduct of Work**

For execution of the work only, subject to the following:

- a) Movement around site will be subject to restrictions imposed by the Project Authority;
- b) Do not unreasonably encumber site with materials or equipment;
- c) Maintain work in tidy condition, free from accumulation of waste products and debris; and
- d) Execute work with the least possible interference or disturbance to occupants and normal use of premises.

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## **4.2 Workers' Compensation**

It is mandatory that all persons performing the work be covered under the applicable workers' compensation legislation provided for the benefit of injured employees.

## **4.3 Safety Regulations and Labour Codes**

The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the Work is to be performed.

## **4.4 Operational Security**

Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors' employees must carry company ID and a valid driver's licence at all times. Visitor passes are necessary and will be required upon entry into the GRA along with a member of the WCE Plumbing Shop acting in an escort capacity. Individuals without authorized visitor passes and an escort will not be permitted to enter the GRA.

- a) Use of cellular phones is prohibited within the GRA.

Contractors are not to take any pictures within the GRA, if required to take a picture, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

## **5. Healthy and Safety Requirement**

### **5.1 Responsibility**

All accidents are to be reported to the Project Authority immediately.

### **5.2 Hazardous Material**

All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

### **5.3 Unforeseen Hazards**

Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, report to Project Authority immediately.

### **5.4 Building Smoking Environment**

Where the performance of work requires the presence of the Contractor's personnel on government premises, the Contractor must ensure that its personnel must comply with the policy of the Government of Canada which prohibits smoking on any government premises.

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## 6. Environmental Protection Procedures

### 6.1 Disposal of Wastes

The following are disposals regulations:

- a) Burying of rubbish or waste materials on site is prohibited;
- b) Do not dispose of waste or volatile materials, such as, but not limited to, mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
- c) Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
- d) The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.

### 6.2 Drainage

Contractor must not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.

Contractor must control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.

## 7. Exemption Certification

Provincial fuel tax rates of propane or butane are not applicable and should be deleted from the Proposed Basis of Payment listed as Annex "B". **If used as motive fuel, an exemption certification, attached as Appendix C, is to be provided by the Department of National Defence at time of call up or invoice relating to the propane sold.**

## APPENDIX A

### DND Wainwright (Site Specific Requirement)

The requirement(s) below are specific to DND Wainwright only.

#### 1. Delivery

- a) The Contractor must provide delivery within forty-eight (48) hours after receipt of a call-up placed by the Project Authority or designated representative.
- b) The Contractor must provide delivery within twenty four (24) hours after receipt of a call-up placed by the Project Authority or designated representative during DND's exercise periods.

#### 2. Fuel Tank Locations

Item	Location	Tank Size
1	Range 1 Building 422	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
2	Range 2 Building 436	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
3	Range 4/5 Building 447	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
4	Range 6 Building 423	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
5	Range 8 Building 424	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
6	Range 11 Building 449	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
7	Range 13 Building 450	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
8	Range 16 Tower TR1	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
9	Range 16 Pers Bldg TR8	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
10	Range 19 Building 451	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
11	Range 21 Building 453 (Pers Bldg)	1 x 1000 Litre Tank (264.172 US Liquid gallon)
12	Range 21 Building 453 (Pers Bldg)	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
13	Air Strip #21 Firehall bldg. 750	1 x 2000 Litre Tank (528.3441 US Liquid gallon) <b>(DND Owned)</b>
14	Range 22 Building 528	1 x 450 Litre Tank (118.877 US Liquid gallon) <b>(DND Owned)</b>
15	Building 576 FD MSA Trailers	1 x 2000 Litre Tank (528.3441 US Liquid gallon) <b>(DND Owned)</b>
16	BP6 (behind Range Control) CMTC Tpt Trailer	1 x 2000 Litre Tank (528.3441 US Liquid gallon)
17	Saddle barn	1 x 450 Litre Tank (118.877 US Liquid gallon)



## APPENDIX B

### DND 4 Wing Cold Lake and PLER (Site Specific Requirement)

The requirement(s) below are specific to DND 4 Wing Cold Lake and PLER only.

#### 1. DND 4 Wing Cold Lake and PLER Only (1.1, 1.2 and 1.3) - Orientation Meeting

##### 1.1 Kick-Off Meeting

A kickoff meeting may be conducted for the Contractor and Project Authority to discuss the terms of the Standing Offer. This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there is no misunderstanding. Depending on the Standing Offer, this meeting can be conducted by teleconference. The Project Authority may contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Standing Offer. The meeting would be expected to last approximately one hour but may vary from this time frame.

##### 1.2 Safety Briefing

Observance of On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, employees and/or subcontractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

##### 1.3 Compliance

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on-site work. A copy of the signed checklist is to be provided to the Project Authority. No payments will be issued until all documentation is in place.

#### 2. Delivery

The Contractor must provide delivery within twenty-four (24) hours after receipt of a call-up placed by the Project Authority or designated representative.

#### 3. Fuel Tank Locations

##### DND 4 Wing Cold Lake:

Item	Location	Tank Size
1	Bldg. 658	1 x 1000 gal
2	Bldg. 69-A	2 x 1000 gal
3	Bldg. 104B/127	1 x 1000 gal
4	Bldg. 181	2 x 1000 gal
5	Bldg. 175 Pod Shop	2 x 1000 gal
6	Bldg. 723 Firehall Garage	2 x 1000 gal
7	Bldg. 152 Gas Hut	1 x 1000 gal
8	Bldg. 610 OD Ranch	1 x 500 gal
9	Trailers at 419 Site	2 x 250 gal
10	Trailer Near B648 Medley Terminal	2 x 250 gal

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11	Trailer Near B69 (Med Trailer)	1 x 1000 gal
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**Primrose Lake Evaluation Range:**

Item	Location	Tank Size
1	Bldg 319	1 x 1000 gal
2	Bldg 320	2 x 1000 gal
3	Bldg 325	2 x 500 gal
4	Bldg 344	2 x 1000 gal
5	Bldg 346	2 x 1000 gal
6	Bldg 376	1 x 1000 gal
7	Bldg 379	1 x 1000 gal
8	Bldg 392	1 x 500 gal
9	Bldg 393	1 x 1000 gal
10	Bldg 398	1 x 1000 gal
11	Bldg 417	1 x 1000 gal
12	Bldg 420	2 x 2000 gal (DND owned. These do not get replaced)
13	Bldg 421	1 x 1000 gal
14	Bldg 422	1 x 500 gal
15	Bldg 423	1 x 1000 gal

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## APPENDIX C

### EXEMPTION CERTIFICATE

#### Fuel Tax on LPG purchased in Alberta for use as a motive fuel

In accordance with the Alberta Fuel Tax Act, Propane Producers and Distributors, dated January 1997, paragraph 6, Propane paid for directly by the Government of Canada (not by a government employee) is not subject to fuel tax. The Government of Canada includes all federal government departments, and a number of agencies and Crown Corporations.

The Department of National Defence is to provide the following exemption certificate on the Contract (Call up form PWGSC 942 "Call up Against a Standing Offer") or invoice relating to the propane sold. Tax must be included in the price of any propane sold to a purported government entity that did not produce an exemption certificate if it can be used for motive purposes in Alberta.

"This is to certify that the propane ordered/purchased hereby is being purchased by the Department of National Defence which is part of the Government of Canada or is a tax-free Government of Canada agency, and is therefore not subject to Alberta fuel tax."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ANNEX "B"

### BASIS OF PAYMENT

- It is mandatory for bidders to fully complete the tables below and submit with their bid
- Provincial fuel tax rates on propane or butane, if not for use as motive fuel, are not applicable and must be deleted from the pricing below
- Firm Unit Price must be to FOB destination including all delivery charges, customs duties, installation, removal, rental, and applicable taxes, DDP (delivery duty paid)
- All Firm Unit Price is in Canadian Dollars

*Liquefied Petroleum Gas (Propane) offered herein is in accordance with the rack rate on the day of each delivery*

For the Period of the Standing Offer:

1. The markup per litre will remain firm
2. The rack rate will fluctuate
3. The rack rate on the day of each delivery, will apply
4. The rack rate must be supported by refinery rack rate documentation for each delivery
5. The unit prices for the rental of the tank(s) will remain firm
6. The unit prices for the installation of tank(s) will remain firm

**Location(s) of the bases:**

**DND Wainwright**

3 CDSB Det. Wainwright  
Base Supply LPO Section  
Building 593  
Denwood Alberta  
T0B 1B0

**DND 4 Wing Cold Lake and Primrose Lake Evaluation Range**

Real Properties Operation Det  
PO Box 6550 STN forces Cold Lake AB  
T9M 2C6

Delivery of each item(s) will vary, refer to Appendix A for DND Wainwright and Appendix B for DND 4 Wing Cold Lake and PLER for the location(s) of tanks.

**The information below will be used for evaluation purposes:**

The estimated quantities are used for evaluation purposes only and will not form part of any resultant Standing Offer.

For item 1, Liquefied Petroleum Gas (propane) in each of the tables below: Firm Unit Price must consist of the price imposed by the petroleum producer (Rack Rate) on 2020-11-05 with a firm markup.

The Offeror must supply the following with their offer submission:

1. Refinery Rack Rate on 2020-11-05: \$ \_\_\_\_\_ /L

2. Refinery used: \_\_\_\_\_

3. Refinery Rack Rate notification

**A. DND Wainwright**

**YEAR ONE – DND Wainwright**

**Pricing Formula for the Period: February 01, 2021 - January 31, 2022**

Item	Description	Estimated Yearly Usage (A)	Refinery Rack Rate on 2020-11-05 (B)	Less Discount/plus Mark-up (C)	Net Price after Discount/Mark-up (A x (B + C) = D)	Extended Price (A x D = H)
1	Propane, Bulk (CAN/CGSB-3.14-2006) delivered to various tanks and locations detailed in Appendix "A" Fuel Tank Locations  Cost Prices in accordance with the current PRICE LIST at the time of Call up:  Name/Description of price list: _____	200,000 L	\$ _____ / L	\$ _____ / L	\$ _____ / L	\$ _____

Item	Description	Estimated Usage (annually) (E)	Firm Unit Price (F)	Extended Price (E x F = G)
2a	Rental fee of 50 lb tanks	730 (2 units x 365 days)	\$ _____ / daily	\$ _____
2b	Rental fee of 50 lb tanks	104 (2 units x 52 weeks)	\$ _____ / wk	\$ _____
2c	Rental fee of 50 lb tanks	48 (4 units x 12 months)	\$ _____ / mth	\$ _____
3a	Rental fee of 100 lb tanks	730 (2 units x 365 days)	\$ _____ / daily	\$ _____
3b	Rental fee of 100 lb tanks	104 (2 units x 52 weeks)	\$ _____ / wk	\$ _____
3c	Rental fee of 100 lb tanks	48 (4 units x 12 months)	\$ _____ / mth	\$ _____

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4a	Rental fee of 500 lb tanks	365 (1 unit x 365 days)	\$ _____ / daily	\$ _____
4b	Rental fee of 500 lb tanks	624 (12 units x 52 weeks)	\$ _____ / wk	\$ _____
4c	Rental fee of 500 lb tanks	144 (12 units x 12 months)	\$ _____ / mth	\$ _____
5	Rental fee of 1000 lb tank	12 (1 unit x 12 months)	\$ _____ / mth	\$ _____
6	Rental fee of 2000 lb tank	12 (1 unit x 12 months)	\$ _____ / mth	\$ _____
7	Delivery of rental tanks	50 Units	\$ _____ / unit	\$ _____
8	Installation, set up, blocking charges of rental tanks	50 Units	\$ _____ / unit	\$ _____
9	Removal of tanks	50 Units	\$ _____ / unit	\$ _____
DND Wainwright Tanks and Cylinder Total Year One (I):				\$ _____

(J) DND Wainwright Year One TOTAL (H+I):	\$ _____
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**YEAR TWO – DND Wainwright**

**Pricing Formula for the Period: February 01, 2022 - January 31, 2023**

Item	Description	Estimated Yearly Usage (A)	Refinery Rack Rate on 2020-11-05 (B)	Less Discount/plus Mark-up (C)	Net Price after Discount/Mark-up (A x (B + C) = D)	Extended Price (A x D = H)
1	Propane, Bulk (CAN/CGSB-3.14-2006) delivered to various tanks and locations detailed in Appendix "A" Fuel Tank Locations  Cost Prices in accordance with the current PRICE LIST at the time of Call up:  Name/Description of price list: _____	200,000 L	\$ _____ / L	\$ _____ /L	\$ _____ /L	\$ _____

Item	Description	Estimated Usage (E)	Firm Unit Price (F)	Extended Price (E x F = G)
2a	Rental fee of 50 lb tanks	730 (2 units x 365 days)	\$ _____ / daily	\$ _____
2b	Rental fee of 50 lb tanks	104 (2 units x 52 weeks)	\$ _____ / wk	\$ _____
2c	Rental fee of 50 lb tanks	48 (4 units x 12 months)	\$ _____ / mth	\$ _____
3a	Rental fee of 100 lb tanks	730 (2 units x 365 days)	\$ _____ / daily	\$ _____
3b	Rental fee of 100 lb tanks	104 (2 units x 52 weeks)	\$ _____ / wk	\$ _____
3c	Rental fee of 100 lb tanks	48 (4 units x 12 months)	\$ _____ / mth	\$ _____
4a	Rental fee of 500 lb tanks	365 (1 unit x 365 days)	\$ _____ / daily	\$ _____
4b	Rental fee of 500 lb tanks	624 (12 units x 52 weeks)	\$ _____ / wk	\$ _____

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4c	Rental fee of 500 lb tanks	144 (12 units x 12 months)	\$ _____ / mth	\$ _____
5	Rental fee of 1000 lb tank	12 (1 unit x 12 months)	\$ _____ / mth	\$ _____
6	Rental fee of 2000 lb tank	12 (1 unit x 12 months)	\$ _____ / mth	\$ _____
7	Delivery of rental tanks	50 Units	\$ _____ / unit	\$ _____
8	Installation, set up, blocking charges of rental tanks	50 Units	\$ _____ / unit	\$ _____
9	Removal of tanks	50 Units	\$ _____ / unit	\$ _____
DND Wainwright Tanks and Cylinder Total Year Two (I):				\$ _____

(J) DND Wainwright Year TWO TOTAL (H+I):	\$ _____
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**YEAR THREE – DND Wainwright**

**Pricing Formula for the Period: February 01, 2023 - January 31, 2024**

Item	Description	Estimated Yearly Usage (A)	Refinery Rack Rate on 2020-11-05 (B)	Less Discount/plus Mark-up (C)	Net Price after Discount/Mark-up (A x (B + C) = D)	Extended Price (A x D = H)
1	Propane, Bulk (CAN/CGSB-3.14-2006) delivered to various tanks and locations detailed in Appendix "A" Fuel Tank Locations  Cost Prices in accordance with the current PRICE LIST at the time of Call up:  Name/Description of price list: _____	200,000 L	\$_____/L	\$_____/L	\$_____/L	\$_____

Item	Description	Estimated Usage (annually) (E)	Firm Unit Price (F)	Extended Price (E x F = G)
2a	Rental fee of 50 lb tanks	730 (2 units x 365 days)	\$_____ per day	\$_____
2b	Rental fee of 50 lb tanks	104 (2 units x 52 weeks)	\$_____ per week	\$_____
2c	Rental fee of 50 lb tanks	48 (4 units x 12 months)	\$_____ per month	\$_____
3a	Rental fee of 100 lb tanks	730 (2 units x 365 days)	\$_____ per day	\$_____
3b	Rental fee of 100 lb tanks	104 (2 units x 52 weeks)	\$_____ per week	\$_____
3c	Rental fee of 100 lb tanks	48 (4 units x 12 months)	\$_____ per month	\$_____
4a	Rental fee of 500 lb tanks	365 (1 unit x 365 days)	\$_____ per day	\$_____
4b	Rental fee of 500 lb tanks	624 (12 units x 52 weeks)	\$_____ per week	\$_____

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4c	Rental fee of 500 lb tanks	144 (12 units x 12 months)	\$ _____ per month	\$ _____
5	Rental fee of 1000 lb tank	12 (1 unit x 12 months)	\$ _____ per month	\$ _____
6	Rental fee of 2000 lb tank	12 (1 unit x 12 months)	\$ _____ per month	\$ _____
7	Delivery of rental tanks	50 Units	\$ _____ per month	\$ _____
8	Installation, set up, blocking charges of rental tanks	50 Units	\$ _____ per month	\$ _____
9	Removal of tanks	50 Units	\$ _____ per month	\$ _____
DND Wainwright Tanks and Cylinder Total Year Three (I):				\$ _____

(J) DND Wainwright Year THREE TOTAL (H+I):	\$ _____
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<b>DND Wainwright Total Assessed Offer Price (J + K + L)</b>	<b>\$ _____</b>
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## B. DND Cold Lake

### YEAR ONE – DND Cold Lake

#### Pricing Formula for the Period: February 01, 2021 - January 31, 2022

Item	Description	Estimated Yearly Usage (A)	Refinery Rack Rate on 2020-11-05 (B)	Less Discount/plus Mark-up (C)	Net Price after Discount/Mark-up (A x (B + C) = D)	Extended Price (A x D = H)
1	Propane, Bulk (CAN/CGSB-3.14-2006) delivered to various tanks and locations detailed in Appendix "B" Fuel Tank Locations  Cost Prices in accordance with the current PRICE LIST at the time of Call up:  Name/Description of price list: _____	200,000 L	\$_____/L	\$_____/L	\$_____/L	\$_____

Item	Description	Estimated Usage (annually) (E)	Firm Unit Price (F)	Extended Price (E x F = G)
2	Annual rental of tanks (1000gal)	26 Tanks	\$_____/ tank	\$_____
3	Annual rental of tanks (500gal)	5 Tank	\$_____/ tank	\$_____
4	Annual rental of tanks (250gal)	4 Tanks	\$_____/ tank	\$_____
5	Delivery of rental tanks, if applicable.	35 Tanks	\$_____/ tank	\$_____
6	Installation, set up, blocking charges of rental tanks, if applicable.	35 Tanks	\$_____/ tank	\$_____
7	Removal of tanks at end of Standing Offer	35 Tanks	\$_____/ tank	\$_____
DND Cold Lake Tanks and Cylinder Total Year One (I):				\$_____

(J) DND Cold Lake Year One TOTAL (H+I):	\$_____
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## YEAR TWO - DND Cold Lake

### Pricing Formula for the Period: February 01, 2022 – January 31, 2023

Item	Description	Estimated Yearly Usage (A)	Refinery Rack Rate on 2020-11-05 (B)	Less Discount/plus Mark-up (C)	Net Price after Discount/Mark-up (A x (B + C) = D)	Extended Price (A x D = H)
1	Propane, Bulk (CAN/CGSB-3.14-2006) delivered to various tanks and locations detailed in Appendix "B" Fuel Tank Locations  Cost Prices in accordance with the current PRICE LIST at the time of Call up:  Name/Description of price list: _____	200,000 L	\$_____/L	\$_____/L	\$_____/L	\$_____

Item	Description	Estimated Usage (annually) (E)	Firm Unit Price (F)	Extended Price (E x F = G)
2	Annual rental of tanks (1000gal)	26 Tanks	\$_____/ tank	\$_____
3	Annual rental of tanks (500gal)	5 Tank	\$_____/ tank	\$_____
4	Annual rental of tanks (250gal)	4 Tanks	\$_____/ tank	\$_____
5	Delivery of rental tanks, if applicable.	35 Tanks	\$_____/ tank	\$_____
6	Installation, set up, blocking charges of rental tanks, if applicable.	35 Tanks	\$_____/ tank	\$_____
7	Removal of tanks at end of Standing Offer	35 Tanks	\$_____/ tank	\$_____
DND Cold Lake Tanks and Cylinder Total Year Two (I):				\$_____

(J) DND Cold Lake Year Two TOTAL (H+I):				\$_____
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### YEAR 3 - DND Cold Lake

#### Pricing Formula for the Period: February 01, 2023 – January 31, 2024

Item	Description	Estimated Yearly Usage (A)	Refinery Rack Rate on 2020-11-05 (B)	Less Discount/plus Mark-up (C)	Net Price after Discount/ Mark-up (A x (B + C) = D)	Extended Price (A x D = H)
1	Propane, Bulk (CAN/CGSB-3.14-2006) delivered to various tanks and locations detailed in Appendix "B" Fuel Tank Locations  Cost Prices in accordance with the current PRICE LIST at the time of Call up:  Name/Description of price list: _____ _____	200,000 L	\$_____/L	\$_____/L	\$_____/L	\$_____

Item	Description	Estimated Usage (annually) (E)	Firm Unit Price (F)	Extended Price (E x F = G)
2	Annual rental of tanks (1000gal)	26 Tanks	\$_____/ tank	\$_____
3	Annual rental of tanks (500gal)	5 Tank	\$_____/ tank	\$_____
4	Annual rental of tanks (250gal)	4 Tanks	\$_____/ tank	\$_____
5	Delivery of rental tanks, if applicable.	35 Tanks	\$_____/ tank	\$_____
6	Installation, set up, blocking charges of rental tanks, if applicable.	35 Tanks	\$_____/ tank	\$_____
7	Removal of tanks at end of Standing Offer	35 Tanks	\$_____/ tank	\$_____
DND Cold Lake Tanks and Cylinder Total Three Two (I):				\$_____

(J) DND Cold Lake Year Three TOTAL (H+I):	\$_____
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DND Cold Lake Total Assessed Offer Price (J + K + L):	\$_____
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### Price Changes:

The unit price quoted herein is subject to revision upwards or downwards to cover changes in cost as they occur, by reason only of:

- i) Changes due to an increase or decrease in the cost of the products which are a direct result of changes in cost imposed by the petroleum producer at the source of the product. All increases must be supported by a copy of the supplier's "Notification of Price Increase" from the petroleum producer.

A written copy of the supplier's "Notification of Price Increase/Decrease" and "Price change revision form – Annex "C" shall be sent to the Contracting Authority and Project Authority for authorization for each request. The Contracting Authority will approve the price change request in writing through a Revision to the Standing Offer Agreement to validate the price change.

Request for price change can only be submitted once per month and must be submitted prior to the end of the 15th day of the month preceding the month that the contractor requests the price change to become effective. Price changes are to be effective the first day of the month.

- (ii) A change in any tax or levy or the imposition of a new tax or levy pursuant to any federal or territorial statute or regulation or municipal by-law, which directly affects the cost to the Contractor of supplying Liquefied Petroleum Gas (Propane) at Edmonton, Alberta pursuant to this Standing Offer and which is effective after the date of submissions of the Contractor's proposal. The Contractor shall forward to the Minister a certified statement showing the increase or decrease in the cost to the Contractor that is directly attributable to the change in or imposition of a new tax or levy.

Any price adjustments made during the period of the Standing Offer Agreement may be verified by Government audit. Any payments made to the Contractor before completion of the audit shall be regarded as interim payments only and shall be adjusted to the extent necessary to reflect the results of the audit. If there has been any overpayment, it shall be promptly refunded to Her Majesty.

### Special Offers

In addition to the above pricing, special offering due to year end surplus manufacturing runs, special job lots, sales, etc. to be made available as they occur if of lesser cost than under the above pricing arrangement

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## ANNEX "C"

### PRICE CHANGE REVISION FORM

To be submitted to PWGSC Contracting Authority and Department of National Defence Project Authority by the 15th Calendar day of the previous month of which the price change will be in effect.

PWGSC Contracting Authority	Project Authority
Public Works and Government Services Canada	Department of National Defence
Acquisitions - Western Region	4 Wing Cold Lake
269 Main Street, Room 310	RP Ops Det Cold lake attn. Contracts
Winnipeg, MB	PO Box 6550 Stn Forces
	Cold Lake, Alberta, T9M2C6
	Fax: (780) 840-7310

Subject: #W6895- 200059 - Propane

**Please be advised that as of the month of \_\_\_\_\_ (Fill in Month), \_\_\_\_\_ (Fill in Year) the Firm Net Price after discount of propane including all delivery and off-loading charges to CFB Cold Lake (Various Locations) will be:**

**\$\_\_\_\_\_ per litre plus applicable taxes.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Company Information:

Name:

Address:

#### PLEASE NOTE:

Changes due to an increase or decrease in the cost of the products which are a direct result of changes in cost imposed by the petroleum producer at the source of the product. All increases must be supported by a copy of the supplier's "Notification of Price Increase" **from the petroleum producer**.

A written copy of the supplier's "Notification of Price Increase/Decrease" and "Price change revision form - Annex E" shall be sent to the Contracting Authority and Project Authority for authorization for each request. The Contracting Authority will approve the price change request in writing through a Revision to the Standing Offer Agreement to validate the price change.

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## ANNEX "D"

### STANDING OFFER REPORTING

Each Usage Report is to be comprised of data from completed Call Ups,

The first due date is \_\_\_\_\_, and reports are due every \_\_\_\_\_ months thereafter.

The Offeror hereby offers to provide information on completed Call ups as per the format below;

<b>Supplier Name</b>		<b>Contact Name / Number:</b>	
Standing Offer Number:		Period Covered	

<b>Department</b>	<b>Call up Number</b>	<b>Dollar Value (GST Included)</b>

(A) Total Dollar Value Call ups for this Reporting period:	
(B) Accumulated Call up totals to date:	
(A+B) Total Accumulated Call ups:	

The data must be submitted by Email on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority at [jill.aquino@pwgsc-tpsgc.gc.ca](mailto:jill.aquino@pwgsc-tpsgc.gc.ca) .




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## ANNEX "E"

### SECURITY REQUIREMENT CHECK LIST (SRCL)

 Government of Canada / Gouvernement du Canada		<b>Contract Number / Numéro du contrat</b> W6895-20-0059	
		<b>Security Classification / Classification de sécurité</b> Unclassified	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine National Defence		2. Branch or Directorate / Direction générale ou Direction 4 Wing Cold Lake Real Properties Operation Det	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Supply and deliver propane			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103 (2004/12)

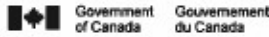
Security Classification / Classification de sécurité  
Unclassified

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<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	
<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
Unscreened Personnel May Only Access Public Reception Zones	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	

TBS/SC 350-103 (2004/12)

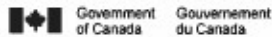
Security Classification / Classification de sécurité Unclassified
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**PART C (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉ et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité ».

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité Unclassified
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**ANNEX "F"**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);