



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions Bid Receiving
Box/Boîte de Réception des Soumissions
Bid Receiving Box/Boîte de Récepti
1st Floor/1ère étage, Suite 1212
100-1045 Main Street
Moncton
New Brunswick
E1C 1H1
Bid Fax: (506) 851-6759

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux: Travaux Publics et Services Gouvernementaux 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, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Acquisitions NB/PEI (Moncton Office) – Bureau
d'acquisitions N.-B./Î.-P.-É. (Moncton)
1045 Main Street / 1045, rue Main
Moncton
New Bruns
E1C 1H1

Title - Sujet Court Mounting Medals	
Solicitation No. - N° de l'invitation W0501-21W002/A	Date 2020-11-18
Client Reference No. - N° de référence du client W0501-21W002	
GETS Reference No. - N° de référence de SEAG PW-\$MCT-042-5833	
File No. - N° de dossier MCT-0-43052 (042)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Standard Time AST on - le 2020-12-10 Heure Normale de l'Atlantique HNA	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Stockman (MCT), Sonia	Buyer Id - Id de l'acheteur mct042
Telephone No. - N° de téléphone (506) 961-7412 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 5TH CANADIAN DIVISION SUPPORT BASE CHAMPLAIN STREET BLDG - B10 SUPPLY CORE CLOTHINGS STORES OROMCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

1.1	INTRODUCTION.....	3
1.2	SUMMARY	3
1.3	DEBRIEFINGS	4
1.4	ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)	4
PART 2 - OFFEROR INSTRUCTIONS		4
2.1	STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2	SUBMISSION OF OFFERS	5
2.3	FORMER PUBLIC SERVANT.....	5
2.4	ENQUIRIES - REQUEST FOR STANDING OFFERS	7
2.5	APPLICABLE LAWS.....	7
2.6	BID CHALLENGE AND RECOURSE MECHANISMS.....	7
PART 3 - OFFER PREPARATION INSTRUCTIONS.....		8
3.1	OFFER PREPARATION INSTRUCTIONS.....	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION		9
4.1	EVALUATION PROCEDURES.....	9
4.2	BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION		10
5.1	CERTIFICATIONS REQUIRED WITH THE OFFER	10
5.2	CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	10
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES		11
A. STANDING OFFER.....		11
7.1	OFFER.....	11
7.2	SECURITY REQUIREMENTS	11
7.3	STANDARD CLAUSES AND CONDITIONS.....	11
7.4	TERM OF STANDING OFFER	11
7.5	AUTHORITIES	11
7.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	12
7.7	IDENTIFIED USERS.....	13
7.8	CALL-UP INSTRUMENT.....	13
7.9	LIMITATION OF CALL-UPS	13
7.10	FINANCIAL LIMITATION - TOTAL	13
7.11	PRIORITY OF DOCUMENTS	14
7.12	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
7.13	APPLICABLE LAWS.....	14
7.14	TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	14
B. RESULTING CONTRACT CLAUSES		14
7.1	STATEMENT OF WORK.....	14
7.2	STANDARD CLAUSES AND CONDITIONS.....	15
7.3	TERM OF CONTRACT	15
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	15
7.5	PAYMENT	15
7.6	INVOICING INSTRUCTIONS	16

Solicitation No. - N° de l'invitation
W0501-21W002/A
Client Ref. No. - N° de réf. du client
W0501-21W002

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-43052

Buyer ID - Id de l'acheteur
mct042
CCC No./N° CCC - FMS No./N° VME

7.7	INSURANCE	16
7.8	SACC MANUAL CLAUSES	16
7.9	DISPUTE RESOLUTION.....	16

LIST OF ANNEXES

ANNEX "A"- STATEMENT OF WORK

ANNEX "B"-BASIS OF PAYMENT

ANNEX "C"- CANADIAN FORCES DRESS INSTRUCTIONS A-DH-265-000/AG-001 (2017-12-15)

ANNEX "D"- ELECTRONIC PAYMENT INSTRUCTIONS

ANNEX "E"- COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND /OR OWNERS OF THE BIDDER

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, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

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 Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification 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 provision of all labour and material for the mounting, remounting, rearrangement and attachment of Court Mounting Medals (excluding miniatures) for serving members, "as and when requested" by DND, Canadian Force (CF) Base Gagetown, Oromocto, New Brunswick for the period of this Standing Offer (SO) in according to the specifications identified in Chapter 4, Canadian Forces Dress Instructions A-DH-265-000/AG-001, (2017-12-15). One SO will be issued against this requirement for a duration of 3 years.

Specifications to be drawn from A-DH-265-000/AG-001 (2017-12-15), Canadian Forces Dress Instructions, Chapter 4- Orders, decorations, medals and other honours, see Annex C. Clasp style medal to be provided by DND.

1.3 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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: 90 days

2.1.1 SACC Manual Clauses

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

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in New Brunswick/Prince Edward Island (NB/PEI) the email address is:

TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca

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

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

Email: TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca

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

Facsimile number: (506) 851-6759

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act* R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 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.

2.5 Applicable Laws

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

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

2.6 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.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Financial Offer
Section II: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:
 - Section I: Financial Offer (1 hard copies)
Section II: Certifications (1 hard copies)

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

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: 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 "D" Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.2 Exchange Rate Fluctuation

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.2 Financial Evaluation

The total overall offer price will be calculated as follows:

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

SACC Manual Clause M0220T (2016/01/28), Evaluation of Price - Offer

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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.

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 Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

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>) 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.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from January 01, 2021 to December 31, 2023.

7.4.4 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: Sonia Stockman
Title: Supply Officer
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, 4th Floor
Moncton, New Brunswick
E1C 1H1

Telephone: (506) 961-7412
Facsimile: (506) 851-6759
E-mail address: Sonia.stockman@pwgsc-tpsgc.gc.ca

Solicitation No. - N° de l'invitation
W0501-21W002/A
Client Ref. No. - N° de réf. du client
W0501-21W002

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-43052

Buyer ID - Id de l'acheteur
mct042
CCC No./N° CCC - FMS No./N° VME

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:

Details will be provided in any resulting contract

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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 (Offeror please complete)

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: 2019-01 of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____. **(Details will be provided in any resulting contract)**

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 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer

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 \$25,000.00 (Applicable Taxes included).

7.10 Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$36,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

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 (2017/06/21), General Conditions - Standing Offers - Goods or Services;
- e) the general conditions 2010C (2020/05/28), General Conditions - Services (Medium Complexity);
- f) Annex "A", Statement of Work;
- g) Annex "B" Basis of Payment ;
- j) the Offeror's offer dated _____

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 **New Brunswick**.

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 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2020/05/28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from date of January 01, 2021 to December 31, 2023 inclusive.

7.3.2 Delivery Date

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

7.4 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: 2019-01 of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Limitation of Price

SACC Manual clause C6000C (2017/08/17) Limitation of price

7.5.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
H100C	Single Payments	2008/05/12

7.5.4 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 Invoicing Instructions

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

7.7 Insurance

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

7.8 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16
G1005C	Insurance – No Specific Requirement	2016/01/28

7.9 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](#)".

7.10 Shipping Instructions - FOB Destination and DDP

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

FOB Destination as per Annex "A", Statement of Work including all delivery charges and customs duties and Applicable Taxes.

Solicitation No. - N° de l'invitation
W0501-21W002/A
Client Ref. No. - N° de réf. du client
W0501-21W002

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-43052

Buyer ID - Id de l'acheteur
mct042
CCC No./N° CCC - FMS No./N° VME

ANNEX "A " STATEMENT OF WORK
(see attached)

ANNEX "B" BASIS OF PAYMENT
(see attached)

ANNEX "C" Canadian Forces Dress Instructions, A-DH-265-000/AG-001 (2017-12-15)
(see attached)

ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS
(see attached)

ANNEX "E" COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR
OWNERS OF THE BIDDER
(see attached)

ANNEX “A” STATEMENT OF WORK

1. GENERAL

The Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the provision of all labour and material for the mounting, remounting, rearrangement and attachment of Court Mounting Medals (excluding miniatures) for serving members, “as and when requested” by DND, Canadian Force (CF) Base Gagetown, Oromocto, New Brunswick for the period of this Standing Offer (SO) in according to the specifications identified in Chapter 4, Canadian Forces Dress Instructions A-DH-265-000/AG-001, (2017-12-15). One SO will be issued against this requirement for a duration of 3 years. Specifications to be drawn from A-DH-265-000/AG-001 (2017-12-15), Canadian Forces Dress Instructions, Chapter 4- Orders, decorations, medals and other honours, see Annex C. Clasp style medal to be provided by DND.

2. BACKGROUND

CF members have a wide variety of commendations and medals which they receive in the service of their country. There is a long tradition of how these medals and commendations are to be worn and presented. In many cases, when a CF member receives a new medal, the entire array of their current medals must be disassembled in order to mount the new medal in the proper position and place of respect relative to the existing medals and commendations. Specific details are provided in Chapter 4, Canadian Forces Dress Instructions, A-DH-265-000/AG-001 (2017-12-15).

3. DELIVERABLES

Deliverables must be delivered under cover of an approved receipt form to:

5CDSG Gagetown
Clothing Stores Base Supply
Champlain St Bldg B-10,
Oromocto, New Brunswick E2V 4J5
Canada

The Vendor will be contacted by Clothing Stores and provided with a DND 2162 form which will outline the work required and provide authorization for the vendor. The vendor will return the completed work to Clothing Stores. Pickup and delivery of medals is the responsibility of the vendor. Full delivery address:

3.1 Court Mounting Medals (less than 50 medals)

The delivery of: mounting of medals and commendations shall be returned to Clothing Stores in the Base Supply Building No. B-10, Gagetown Garrison, within twenty-one (21) calendar days of receipt.

3.2 Count Mounting Medals High Volume (50 or more medals)

The delivery of: mounting of medals and commendations shall be returned to Clothing Stores in the Base Supply Building No. B-10, Gagetown Garrison, within twenty-eight (28) calendar days of receipt.

4. ACCEPTANCE

The Project Authority shall acknowledge the acceptance of deliverables under separate correspondence. If the vendor has not received a notification to the contrary within ten (10) business days, the deliverable will be deemed to have been accepted.

ANNEX “B” BASIS OF PAYMENT

- Firm Unit Prices must include ALL relative costs associated with providing the service in accordance with Annex “A”, Statement of Work, contained herein and remain firm for the period of the SO including all shipping and offloading charges, DDP to Department of National Defence, CFB Gagetown, Base Supply, Champlain St- Bldg B-10, Oromocto, NB, E2V 4J5
- As per A-LM-007-100/AG-001, Sect 9.3 Clothing and Personal Equipment, para 2.101, unit is equal to one (1) medal, OR one (1) bar OR one (1) numeral
- Prices are required for each line item and as per format shown below.
- Firm unit pricing must be in Canadian Dollars
- Firm unit prices do not include GST; GST will be added to the invoice as a separate line item, if applicable.
- Estimated usages provided is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada.

YEAR 1 (January 01, 2021-December 31, 2021)

Item	Description	Est. Annual Usage (A)	Firm Unit Prices (b)	Extended Price (a x b)
1	Cost to provide 1 unit of court mounting service as per Annex “A”, Statement of Work.	1200	\$_____ /unit	\$_____
Year 1 Total [CAD] (A)				\$_____

YEAR 2 (January 01, 2022- December 31, 2022)

Item	Description	Est. Annual Usage (A)	Firm Unit Prices (b)	Extended Price (a x b)
1	Cost to provide 1 unit of court mounting service as per Annex “A”, Statement of Work.	1200	\$_____ /unit	\$_____
Year 2 Total [CAD] (B)				\$_____

YEAR 3 (January 01, 2023-December 31, 2023)

Item	Description	Est. Annual usage (A)	Firm Unit Prices (b)	Extended Price (a x b)
1	Cost to provide 1 unit of court mounting service as per Annex “A”, Statement of Work.	1200	\$_____ /unit	\$_____
Year 3 Total [CAD] (C)				\$_____
TOTAL [CAD] (A+B+C)				\$_____

Solicitation No. - N° de l'invitation
W0501-21W002/A
Client Ref. No. - N° de réf. du client
W0501-21W002

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-43052

Buyer ID - Id de l'acheteur
mct042
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" Canadian Forces Dress Instructions, A-DH-265-000/AG-001 (2017-12-15)

CHAPTER 4

ORDERS, DECORATIONS, MEDALS AND OTHER HONOURS

POLICY

1. Authorized honours (orders, decorations, medals, and the insignia for mentions-in-dispatches, commendations and citations) may be worn, when appropriate, by entitled personnel. Where doubt exists on entitlement, the Command concerned shall refer the matter to NDHQ/DH&R for clarification. No officer or non-commissioned member shall carry or wear an order, decoration or medal while engaged in operations against the enemy.
2. Orders, decorations and medals may be worn with ceremonial and mess dress orders. See Chapter 2, Annex A, and Chapter 5. Guidance on selecting honours for wear should follow the principles in sub-sub- paragraphs 8.a. (1) and (2) and sub-paragraph 9.a.
3. Undress ribbons and related insignia are worn on lesser dress orders as detailed in paragraph 12. and Chapter 5.
4. Honours are not worn on military outerwear, such as topcoats (gabardines), parkas, and raincoats. These are worn over ceremonial dress tunics and jackets, which themselves bear the honours. (See paragraph 11 for comparative civilian protocol).
5. Although honour insignia may be bequeathed or given to a relative or friend (for Canadian orders, with the concurrence of the Order), only honours actually awarded to the individual concerned may be worn, regardless of the occasion.
6. The members have the option of choosing the means of having medals court mounted, e.g. getting the work done themselves and claiming reimbursement via a CF 52 General Allowance Claim or having the work done through base supply, who will action via LPO or whatever means provides the best economies.
 - a. Members claiming via CF 52 will be limited to amount determined by local commanders in accordance with financial regulations;
 - b. Miniature medals must be court-mounted at personal expense.

METHOD OF MOUNTING AND WEARING ORDERS, DECORATIONS AND MEDALS

7. **General**
 - a. **Order of Precedence.** The insignia of Canadian, Commonwealth and foreign orders, decorations and medals shall be worn in order of precedence without interval, with the senior closest to the centre of the chest.
 - b. **Method of Wear.** Medals should hang in one row so that they are fully visible. Should this not be possible, because of the number being worn, they shall be overlapped horizontally with the senior medal showing in full. Normally, six or more standard size medals and more than eight miniatures will require overlapping. The maximum width of the mounting is governed by the physique of the individual. The bar should not normally project beyond the outer edge of the lapel or the arm seam of the jacket.
 - c. **Court Mountings.** Court mounting shall be used. The length from the top of the medal bar suspender to the bottom edge of the medal shall be 10 cm. The ribbons and medals shall be mounted on a panel, its size being determined by the number of ribbons worn. The lower edge of the panel shall be in line with the centre of the medals. Commencing from the lower edge, each ribbon runs up the front of the panel to the top and back down to the medal. The medals shall then be stitched to the panel to prevent them from swinging. This method prevents medals from clinking against each other.
 - d. **Undress Ribbons.** Undress ribbons are worn as detailed in paragraphs 12 and 13. Undress ribbons shall not be visible when full size orders, decorations and medals are worn. Detachable ribbon bars should be used where necessary and appropriate and removed prior to affixing medals to the jacket.
 - e. **Broad Riband.** The broad riband of the senior degrees of some Commonwealth and foreign orders is worn over the shoulder, with the bow from which the badge is suspended on the opposite hip; normally the right shoulder and left hip, although officers of the orders concerned will provide correct instructions. With ceremonial tunics and jackets, the broad riband passes under any shoulder strap or board. With mess dress or civilian evening attire, it is worn under the jacket and over a waistcoat, and over a gown for a woman's civilian evening dress. Wear may be restricted to occasions in the presence of official representatives of the country to which the order belongs or during visits to or

service in that country. Only one riband will be worn, normally the senior if the member possesses more than one. However, the occasion will guide the choice.

- f. **Collars of Office.** The wear of a collar of office of an order is limited to those official occasions of significance and import to the office and order. When a collar is worn, any broad riband or neck ribbon of that order is not. The collar does not include the badge or insignia of the order. The badge or insignia is worn suspended either from the collar of office, when it is worn, or from a ribbon, when the collar is not worn. Collars are worn under shoulder straps, hanging an equal distance back and front, with the badge suspended below the front centre.
- g. **Stars of Orders.** A maximum of four stars of orders may be worn on the left side of a tunic or jacket, or civilian evening dress (white tie) or equivalent woman's civilian gown. Only one star may be worn with a civilian dinner jacket (black tie) or equivalent long or short gown:
 - (1) The first or only star is worn in line with the centre line of the breast pocket, and with the star's upper point 2.5 cm below the lip of the pocket, below any medals, or in the corresponding position on garments without a breast pocket.
 - (2) If more than one star may be worn, a second star is placed directly below the first, 2.5 cm apart. A third is worn horizontally with the second, senior to the right, 2.5 cm apart, and both centred below the first. (If this position interferes with a broad riband, the first and second stars may be worn in a horizontal line, with the senior to the right, and the third star beneath.) A fourth star is worn below the second and third, in vertical line with the first.
 - (3) Canadian commendations are worn above foreign Stars of Orders.
8. **Ceremonial Dress** (for wear of stars and broad ribands, see paragraph 7.).
 - a. **Neck Badges**
 - (1) A maximum of two neck badges may be worn with service dress jackets, and three with high collared jackets. Since neck badges cannot be worn on the left breast with other orders, decorations and medals, those in excess of the maximum authorized shall not be worn.
 - (2) Members in possession of more than the maximum number of neck badges may select which ones to wear, normally, but not necessarily, the senior ones in order of precedence. The occasion will guide the choice.
 - (3) Neck badges shall be worn as illustrated in Figures 4-1 and 4-2. The ribbon of the sole or senior badge shall be worn under the shirt collar and the badge over the tie, immediately below the knot.
 - (4) A second neck badge shall be suspended by a ribbon passed through the appropriate button hole so that the medal is suspended under the button, overlying the seam. With navy blue jackets, the next senior badge shall be worn with a full size ribbon immediately below the senior badge, the lower part of the badge resting on the cross of the lapel of the jacket.
 - (5) Members wearing authorized high collared tunics and jackets shall wear the senior ribbon round the neck inside and under the collar, with sufficient ribbon emerging from immediately above the top closure button to position the top of the badge 2 cm below the collar. The second and third badges shall be suspended by ribbon, passed through the appropriate button hole so that the medal is suspended under the button, overlying the seam.
 - b. **Other Decorations and Medals** (see Figures 4-1 and 4-2)
 - (1) Decorations and medals are worn court mounted, suspended from the left breast of the service dress jacket, immediately above and centred to conceal any undress ribbons.
 - (2) Bars and clasps shall be evenly spaced between the top and bottom ends of the ribbon, unless manufactured to grasp the hanger of the medal or a previous bar. In either case, where bars and clasps differ in design, the one first earned shall be nearest the medal.
 - (3) The numeral signifying United Nations/NATO tours shall be worn by members who have completed two or more qualifying tours with the same mission for which a numeral has been approved. The numeral for UN missions is silver in colour and bronze coloured for NATO missions. The numeral shall be centred on the appropriate ribbon of UN medals. On NATO medals the numeral shall be centred below the bar.
 - (4) If a mention-in-dispatches has been awarded during a campaign or conflict recognized with a separate medal, the insignia shall be worn centred on the medal ribbon and undress ribbon,

or worn above and spaced evenly with any bars, numerals or similar devices on the medal ribbon (see also paragraph 15.).

9. **Mess Dress** (see Figure 4-3 – for wear of stars and broad ribands, see paragraph 7.).
 - a. **Neck Badges**
 - (1) Only one neck badge is worn. It should normally be the senior, however a junior or foreign badge may be worn if it is more appropriate to the occasion.
 - (2) The badge shall be full size and shall be worn hanging 2 cm below the bow tie and 2 cm below the bottom collar seam of the blouse. The badge shall be suspended by the neck ribbon of the order, preferably of miniature width.
 - (3) Miniature insignia of all the neck badges entitled to be worn, including the one worn round the neck, shall be worn with other miniature insignia on the left breast unless the insignia is one which is never worn in miniature, e.g., Order of Merit (British) and Order of the Companions of Honour (British).
 - b. **Other Decorations and Medals**
 - (1) **Navy Mess Dress.** Miniature decorations and medals are worn centred on the left lapel, 1.3 cm below the horizontal edge of the lapel notch on the navy blue jacket and in a corresponding position on the lapel of the navy white jacket. They shall not extend beyond the lapel on the inner side, but, when necessary, may extend beyond the lapel towards the shoulder.
 - (2) **Army, Air Force (and CAF Midnight Blue) Mess Dress.** Miniature decorations and medals are worn on the left breast, centred between the seam of the sleeve and the edge of the lapel, 11.5 cm down from the shoulder seam, or 1.3 cm below a flying or specialist skill badge.
 - (3) **Dimensions.** Length from the top of the medal bar suspender to the bottom edge of the medals shall be a maximum of 5 cm. Regular size Arabic numerals for medals such as United Nations medals are worn centred on the miniature ribbon.
10. **Civilian Evening Dress** (for wear of stars and broad-ribbons, see paragraph 7.). Where decorations are appropriate for the occasion, the following shall apply to either evening dress or a dinner jacket, as applicable:
 - a. **Neck Badges**
 - (1) **Men.** As described in paragraph 9.
 - (2) **Women.** Wear only one full size badge. It is worn on a bow and attached to the dress immediately above any miniatures being worn. In addition to the full size badge, a miniature shall also be included on a medal bar when other miniatures are being worn. If miniatures are not being worn, the full size badge shall be worn without a miniature, with the top of the bow centred on the left side of the dress, approximately 7.5 cm down from the shoulder seam.
 - b. **Miniatures**
 - (1) **Men.** Wear miniatures on a narrow lapel jacket centred above the left breast pocket, with the bottom of the miniature 0.6 cm above the top of the pocket. On a wide lapel jacket, miniatures are worn centred on the left lapel, at approximately the same height above the pocket line as in the case of narrow lapels.
 - (2) **Women.** Wear miniatures suspended from a medal bar attached to the left side of the dress, approximately 13 cm down from the shoulder seam, where practicable. If in possession of only one such award, it may be worn on a bow.
11. **Civilian Morning Dress, Lounge Suits, Blazers, and Women's Day Dresses**
 - a. Where decorations are appropriate for the occasion, such as investitures, Remembrance Day and other memorial services, and some formal parades, one neck badge and/or full sized medals are normally worn.
 - b. As many as four stars of orders may be worn on a tailcoat, but only one on a director's (short black) coat or an afternoon dress. Stars of orders are not worn on lounge suits or blazers.

- c. When lounge suits, blazers and equivalent women's attire are worn in the evening in lieu of evening dress, it is quite acceptable to wear miniatures rather than full sized medals.
- d. Only those full-size insignia mounted on a medal bar may be worn on a civilian overcoat at outdoor functions. Neck badges are covered normally by outerwear. Stars of orders are not worn on overcoats.
- e. Included in the insignia of some orders and decorations is a lapel badge. This badge may be worn on the left lapel of a coat or jacket at any time when the full size or miniature insignia or the undress ribbons are not being worn. Women wear this badge in a similar position on a dress.
- f. When orders, decorations, and medals are worn, commendations and other authorized emblems shall not be obscured, and where necessary shall be repositioned lower, 2.6. cm from the bottom of the medals to the top edge of the senior commendation or emblem.

METHOD OF WEARING UNDRRESS RIBBONS

(see Figure 4-4)

12. General

- a. Undress ribbons of orders, decorations and medals may be sewn, but shall normally be placed on a detachable ribbon bar and pinned, on the left breast of the service dress jacket, and on Nos. 2B, 3B and 3D orders of dress. Ribbons shall be worn in order of precedence from right to left of the wearer, with the senior ribbon closest to the centre of the chest on the top or only row. Where a single ribbon constitutes a row, it shall be worn centred above a lower row, or when worn as a single ribbon, centred on the garment as detailed in paragraph 13.
- b. Ribbon rows shall not be worn more than 0.3 cm apart.
- c. The number of ribbons worn in a single row is governed by the physique of the individual and the type of garment being worn. The grouping, however, shall respect the following conditions:
 - (1) ribbons shall not be fully obscured by the lapel of the garment;
 - (2) a maximum of three ribbons may be worn in a single row on authorized service dress jackets;
 - (3) up to three ribbons may be worn in a single row on short-sleeved shirts;
 - (4) where three ribbons cannot be worn in a single row without one becoming fully obscured, ribbons shall be worn in two rows, with two ribbons on the bottom and the senior ribbon centred above;
 - (5) ribbons shall not be arranged in more rows than are necessary to comply with these instructions;
 - (6) where more than one row of ribbons is worn, no row shall contain fewer ribbons than the row above;
 - (7) when more than one row of ribbons is worn, a single ribbon shall not be worn as a lower row;
 - (8) succeeding rows shall, without fully obscuring any ribbon, be centred above the lower row;
 - (9) when there is such a significant number of ribbons that centering the two ribbons above or the single ribbon above a full row causes the ribbons to be obscured by the lapel, then the ribbons may be left justified as appropriate; and
 - (10) standard arrangements of ribbons by row(s) are illustrated in Figure 4-5.
- d. Where a device such as a miniature cross, an oak leaf, a rosette or maple leaf, or a tour numeral is appropriate for wear on an undress ribbon, it shall be centred on the ribbon. Where there is more than one, they shall be evenly spaced across the ribbon with the senior device on the wearer's right.

13. Detailed Instructions

Undress ribbons shall be positioned in rows, centred immediately above the left breast pocket of authorized jackets and shirts.

PRESIDENTIAL UNIT CITATION OF THE UNITED STATES

- 14. This emblem (see A-DH-200-000/AG-000 The Heritage Structure of the Canadian Armed Forces) shall be worn by authorized personnel on both sleeves of the service dress and mess dress jackets, centred 6.5 cm below the shoulder seam. The insignia shall also be worn on both sleeves of the No. 3B short-sleeved

shirts of authorized personnel, centred 6.5 cm below the shoulder seam. If both the Presidential Citation NAVY and ARMY are worn, the NAVY goes below the ARMY.

MENTIONS-IN-DISPATCHES AND COMMENDATIONS

15. **Mention-in-Dispatches (MID).** A bronze, single oak leaf emblem, normally worn on campaign ribbons (see sub-sub-paragraph 8.b. (4), above). If awarded under circumstances where no appropriate ribbon is available, it is worn as noted below.

16. **Queen's Commendation for Valuable Services in the Air** A bronze, single oak leaf emblem, available in three sizes. CAF recipients shall wear the medium size emblem.

17. Other commendation Insignia

- a. **Commander-in-Chief Unit Commendation (CinC Commendation):** The insignia will be worn for life by members of the unit or persons attached to the unit, on duty and directly involved in the action for which the Commander-in-Chief Unit Commendation has been awarded. The insignia shall be worn as per paragraph 18.
 - (1) Individuals posted to the unit after the award of the Commendation may only wear the insignia during their posting with the honoured unit. The CinC Commendation shall be worn on the right side flap pocket, centred between the buttons and the top of the pocket flap. Uniforms without flap pocket shall wear the CinC Commendation on the right side of the tunic centred 1.3 cm under the nametag. When the members leave the unit, they shall return the CinC Commendation to the unit quartermaster.
 - (2) Only members who were personally awarded the CinC Commendation and serving with a unit also awarded the commendation shall wear two CinC Commendations as per paragraph 18.d.
- b. **Vice-regal Commendation.** An insignia consisting of a bar enamelled in royal blue, edged gold, upon the centre of which is superimposed a disc, enamelled white, bearing three maples leaves conjoined on one stem, enamelled red, surrounded by a blue enamel border, all edged silver, surmounted by the Royal Crown in silver and enamel.
- c. **Minister of Veterans Affairs Commendation.** A gold-plated insignia, consisting of a bar with a poppy enamelled red in its center, upon which is a gold maple leaf, the whole surmounted by the Royal Crown in gold and enamel.
- d. **Chief of the Defence Staff Commendation.** A gold plated, satin-finished insignia, consisting of a bar with three maple leaves, measuring 2 cm long by 0.5 wide.
- e. **RCMP Commissioner's Commendation.** An insignia consisting of a bar divided diagonally in two fields, the upper left field being enamelled yellow, the lower right field being enamelled dark blue, edged gold, upon the centre of which is superimposed a gold buffalo head.
- f. **Command Commendation.** A silver plated, satin-finished insignia, consisting of a bar with three maple leaves, measuring 2 cm long by 0.5 cm wide.
- g. **RCMP Commander's Commendation.** An insignia consisting of a bar divided diagonally in two fields, the upper left field being enamelled yellow, the lower right field being enamelled dark blue, edged silver, upon the centre of which is superimposed a silver buffalo head.
- h. **Order of St. John Chancellor's Commendation.** A gold-plated, frosted insignia, consisting of a bar with the badge of the Order of St. John, enamelled white, edged gold, superimposed in its center.
- i. **Order of St. John Provincial/Territorial Commendation.** A silver-plated, frosted insignia, consisting of a bar with the badge of the Order of St. John, enamelled white, edged silver, superimposed in its center.
- j. **Royal Australian Air-force Meritorious Unit Citation.** A gilt sterling-silver frame, with a design of flames emanating from the edge of the center. The frame surrounds a ribbon bar of old gold, which displays rhodium-silver frame, sterling Federation Star on its center.

18. MID and Commendation Insignia – Method of Wear

a. Single Emblem

- (1) Worn horizontal and centred on the left breast pocket of high collar and service dress jackets half way between the bottom of the pocket flap and the bottom of the pocket. On the navy blue service

dress jacket, the emblem shall be worn similarly, 11.5 cm down from the pocket opening. The stem of the oak leaf on the MID and the Queen's Commendation shall point to wearer's right.

- (2) Worn on the mess dress jacket with the top edge of the insignia horizontally positioned and centred 1.3 cm below any badge or medals. If only a commendation is worn, army, air force and CANSOFCOM personnel shall wear the insignia 10 cm from the left shoulder seam to the top horizontal edge of the insignia and centred between the edge of the lapel and the sleeve. Navy personnel shall wear the commendation alone centred on the lapel of the navy blue mess dress jacket, 1.3 cm below the horizontal edge of the lapel notch, and in a corresponding position on the left lapel of the white mess dress jacket.
- (3) Worn on the left breast of the full dress tunic or doublet in same relative position as for No. 1 order of dress, with the top edge of the insignia horizontally positioned and centred 1.3 cm below any badge or medals.
- (4) Royal Australian Air-force Meritorious Unit Citation to be worn 0.6cm centered above the name tag on service dress jacket and short sleeve shirt. To be worn on the right breast in line with the top of the medals on the mess dress jacket.

b. Short Sleeve Shirt

- (1) Commendations shall be worn on the short-sleeve shirt in a similar location to that on the service dress jacket or above the button, centred between the button and the top of the pocket flap.

c. Multiple Commendations. If more than one insignia (Mention-in-Dispatches, where no ribbon is authorized, Queen's Commendation, Commander-in-Chief Unit Commendation, Vice-regal Commendation, Minister of Veterans Affairs Commendation, Chief of the Defence Staff Commendation, RCMP Commissioner's Commendation, Command Commendation, RCMP Commander's Commendation, Order of St. John Chancellor's Commendation, Order of St. John Provincial/Territorial Commendation, secondary miniature metal flying and specialist skill badge, and Letson Trophy or Clarence R. Smith Championship Badge) is authorized to be worn, the precedence shall be in that order and shall be positioned as follows:

- (1) **Two Emblems.** The senior emblem shall be worn as described above, and the second spaced 2.6 cm below the first on men's jackets and short-sleeve shirts, and 1.3 cm below on women's jackets and short sleeve shirts. On the short-sleeve shirt, both insignias may be worn above the button, centred between the button and the top of the pocket flap. They must be positioned side by side, in order of seniority, and spaced 1 cm.
- (2) **Three or More Emblems.** On Army, Air Force and CANSOFCOM service dress jackets and on short-sleeved shirts, the emblems shall be spaced evenly beginning 3 cm below the bottom of the pocket flap and ending at a point 15 cm below the top of the pocket flap. On Navy jackets, the emblems shall be spaced evenly beginning 9 cm from the pocket opening and ending at a point 15 cm below the pocket opening. To be positioned in the same relative position on mess or full dress. On short-sleeve shirts, the insignia may be worn above the button, centered between the button and the pocket flap, side by side, in order of seniority, and spaced 1 cm apart. Members may not be able to fit all emblems earned onto their jackets or shirts and shall wear the emblems as per the precedence in Para 18. c.

d. Multiple Commander in Chief Unit Commendations.

- (1) For members awarded the CinC Unit Commendations, they shall wear two (2) or more (if awarded) emblems on the left pocket.
- (2) Members serving with the unit shall only wear one (1) on the right pocket flap or same relative position on the mess dress or full dress tunic.
- (3) Members awarded the CinC Commendation and serving within a unit awarded the CinC Commendation, shall wear two emblems (one on the left pocket, and one on right pocket flap) or same relative position on mess dress or full dress tunic.

e. Orders, Decorations and Medals. When orders, decorations and medals are worn, commendations and other authorized emblems shall not be obscured, and where necessary the senior most emblem shall be repositioned lower.

THE MEMORIAL CROSS

19. A member of the Canadian Armed Forces who is the legal recipient of the Memorial Cross may wear the Memorial Cross on the service dress jacket with Nos. 1, 1A, and 3 orders of dress. The Cross is worn 2 cm above the left breast pocket, or 2 cm above any ribbons, medals or specialist badge the person may be entitled to wear. The Cross may have to be offset in order to not be obscured by the lapel of the jacket. (see Figure 4-6)

ORDERS, DECORATIONS AND MEDALS



NAVY Nos. 1 AND 1A (MALE)



HIGH COLLARED JACKETS



NAVY Nos. 1 AND 1A (FEMALE)

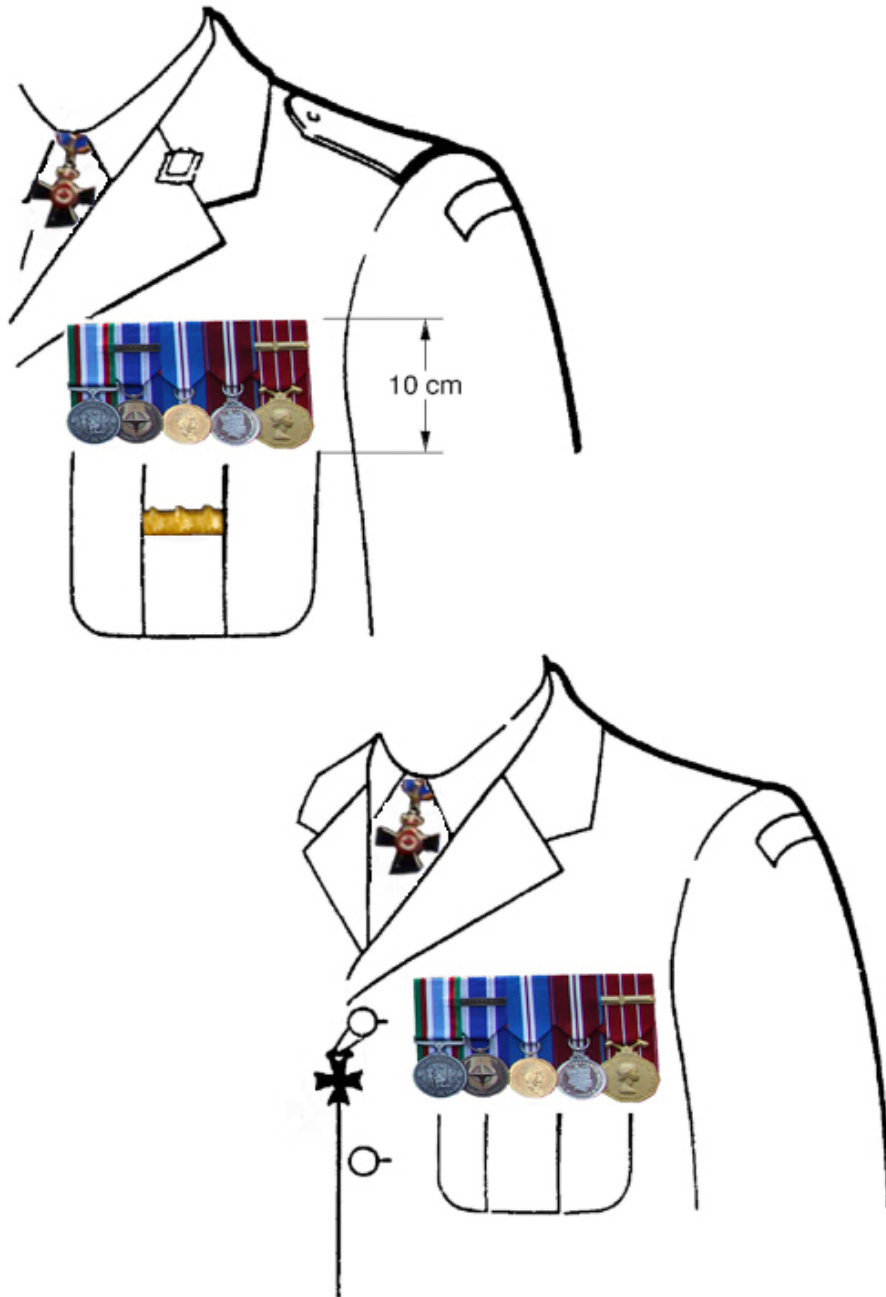


FULL DRESS - STARS AND NECK BADGES
(SHOWN IN ORDER OF SENIORITY. FOURTH AND FIFTH
CLASSES OF ORDERS ARE WORN ON THE BREAST)

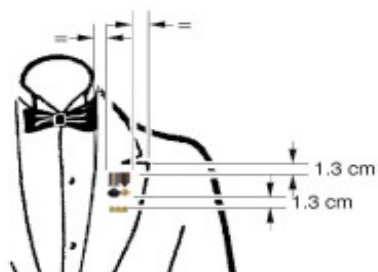
Figure 4 - 1 Method of Wear for Honours on Ceremonial Dress

ORDERS, DECORATIONS AND MEDALS

ARMY, AIRFORCE AND CANSOFCOM Nos. 1 and 1A

**Figure 4 - 2 Method of Wear for Honours on Ceremonial Dress**

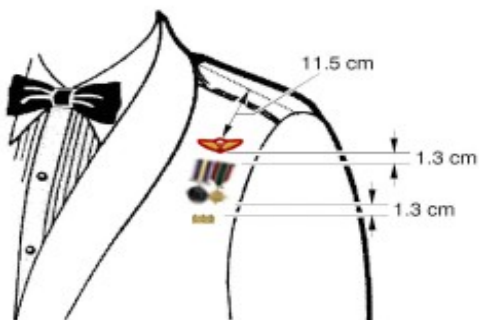
ORDERS, DECORATIONS AND MEDALS



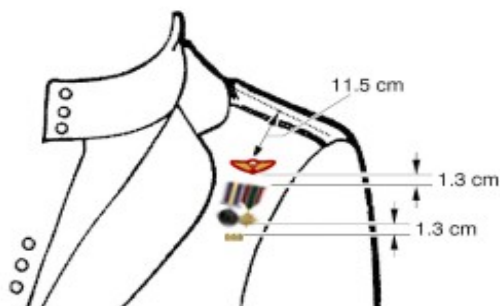
NAVY Nos. 2 AND 2A (MALE)



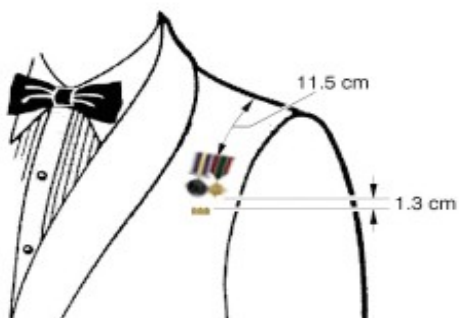
NAVY Nos. 2 AND 2A (FEMALE)



ARMY Nos. 2 AND 2A (MALE)



ARMY Nos. 2 AND 2A (FEMALE)

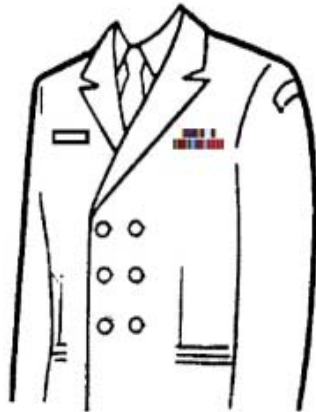


AIR FORCE Nos. 2 AND 2A (MALE)



AIR FORCE Nos. 2 AND 2A (FEMALE)

Figure 4 - 3 Method of Wear for Honours on Mess Dress

UNDRESS RIBBONS

NAVY No. 3 (MALE)



NAVY No. 3 (FEMALE)



ARMY / AIR FORCE / CANSOFCOM No. 3



Nos. 3B AND 3D

Figure 4 - 4 Method of Wear of Undress Ribbons on Service Dress Jackets and Short Sleeved Orders

UNDRESS RIBBONS



THREE RIBBONS



FOUR RIBBONS



FIVE RIBBONS



SIX RIBBONS

Figure 4 - 5 Arrangement of Undress Ribbon Rows

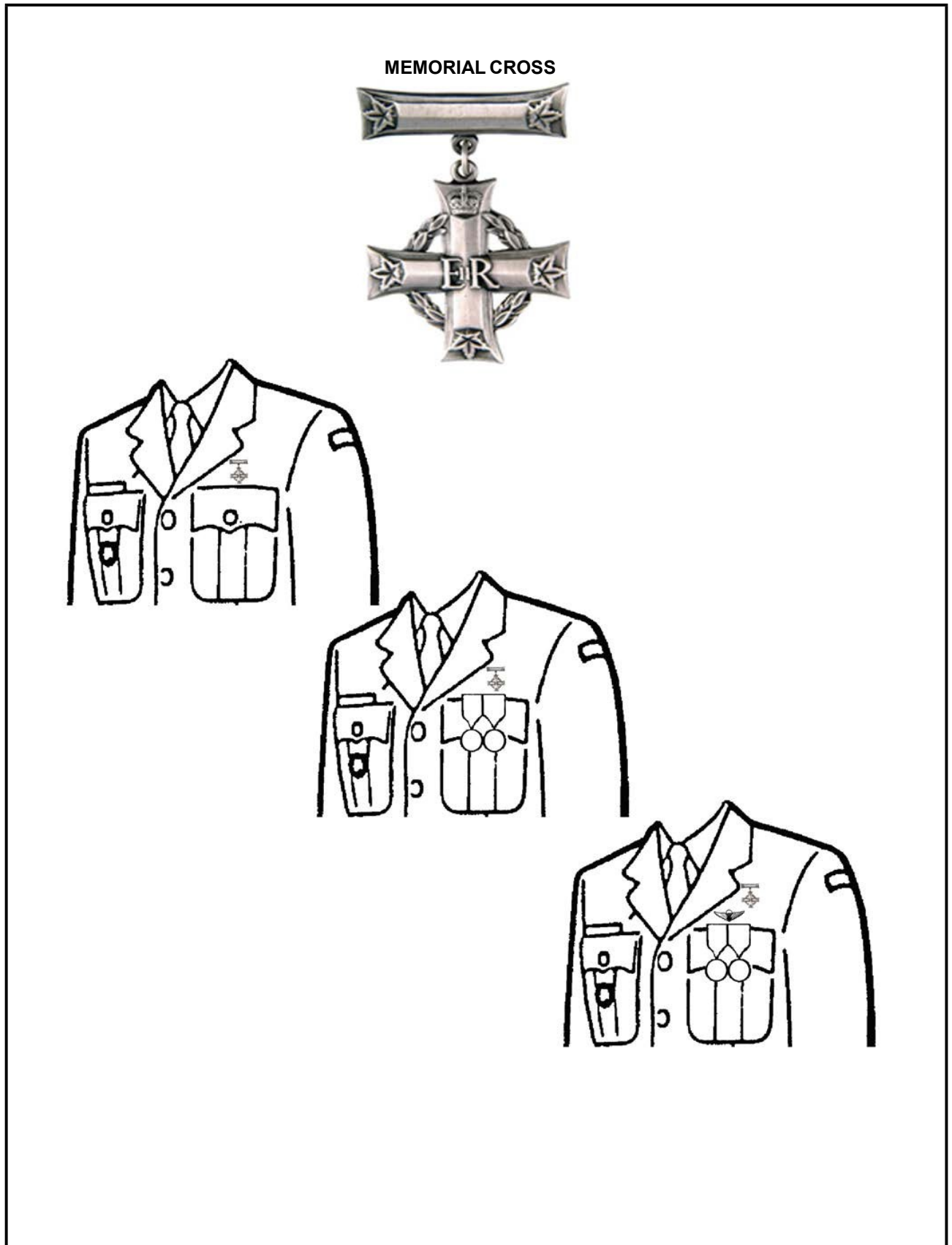


Figure 4 - 6 Memorial cross

ORDERS, DECORATIONS AND MEDALS

CRDU Nos 1 and 2



Figure 4 - 7 Method of Wear for Honours on Canadian Rangers Distinctive Uniform

Solicitation No. - N° de l'invitation
W0501-21W002/A
Client Ref. No. - N° de réf. du client
W0501-21W002

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-43052

Buyer ID - Id de l'acheteur
mct042
CCC No./N° CCC - FMS No./N° VME

ANNEX “D” ELECTRONIC PAYMENT INSTRUMENTS

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

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

Solicitation No. - N° de l'invitation
W0501-21W002/A
Client Ref. No. - N° de réf. du client
W0501-21W002

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-43052

Buyer ID - Id de l'acheteur
mct042
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE OFFEROR

Complete Legal Name of Supplier: _____

Supplier Address: _____

Supplier Procurement Business Number (PBN): _____

NOTE TO BIDDERS: WRITE DIRECTORS’ AND/OR OWNERS’ SURNAMES AND GIVEN NAMES

NAME	JOB TITLE / POSITION

Include additional names on a separate sheet if required.