



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions\Travaux publics et Services  
gouvernementaux Canada  
See herein for bid submission  
instructions/  
Voir la présente pour les  
instructions sur la présentation  
d'une soumission  
NA  
Alberta

**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**

<b>Title - Sujet</b> X-Ray Repairs and Maintenance	
<b>Solicitation No. - N° de l'invitation</b> 5A316-203291/A	<b>Date</b> 2021-02-19
<b>Client Reference No. - N° de référence du client</b> 5A316-203291	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-12001	
<b>File No. - N° de dossier</b> EDM-0-43109 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Mountain Standard Time MST <b>on - le 2021-04-06</b> Heure Normale des Rocheuses HNR	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau, Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 566-2195 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> INDIGENOUS SERVICES CANADA SUITE 300-391 YORK AVENUE WINNIPEG Manitoba R3C4W1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Canada Place/Place du Canada  
Suite 1000  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

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

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EDM-9-42150

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Mandatory Technical Evaluation Criteria, the Electronic Payment Instruments, Insurance Requirements, the Task Authorization Form PWGSC-TPSGC 572 and the Task Authorization Usage Report.

### **1.2 Summary**

Department of Indigenous Services Canada Winnipeg, Manitoba requires onsite repair, maintenance and inspection services of medical x-ray equipment in northern Manitoba on an "as and when requested" basis.

The period of the Contract is for two (2) years from contract award and up to three (3) additional one (1) year periods under the same conditions.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids 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 bid solicitation:

#### **PWGSC Western Region Bid Receiving Unit**

Only bids submitted using epost Connect service will be accepted. The Bidder 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:** Bids 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 [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder'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 solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Former Public Servant (*To be filled in by bidder*)

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

#### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

By providing this information, Bidders agree that the successful Bidder'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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

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

Bids transmitted by facsimile or hardcopy will not be accepted.

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B"

#### **3.1.2 Electronic Payment of Invoices – Bid**

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.

#### **3.1.3 Exchange Rate Fluctuation**

SACC Manual Clauses [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

Mandatory Technical Evaluation Criteria are included in Annex "C".

#### **4.1.2 Financial Evaluation**

The Limitation of Expenditure will be calculated in the following method:

Items 1, 2 and 4: The Extended Price for each item is calculated by multiplying the unit price by the estimated quantity for each year.

Item 3: The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure for each year.

The aggregated total of each line item for each year will be added together to determine the Total Limitation of Expenditure.

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

SACC *Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

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

#### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

##### **5.2.1 Integrity Provisions – Required Documentation**

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

##### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

##### **5.2.3 Additional Certifications Precedent to Contract Award**

###### **5.2.3.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### **5.2.3.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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CCC No./N° CCC - FMS No./N° VME

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## **PART 6 - OTHER REQUIREMENTS**

### **6.1 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "F".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **7.1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "F".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$50,000.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

##### **7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with

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paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "G". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly 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; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

the authorized task number or task revision number(s);

- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

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**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to this Contract.

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_ (*will be inserted at contract award*).

**7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: Canada Place, Suite 1000, 9700 Jasper Avenue, Edmonton AB, T5J 4C3  
Telephone: 780-566-2195

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Facsimile: 780-497-3510  
E-mail address: [christopher.lau@pwgsc-tpsgc.gc.ca](mailto:christopher.lau@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Project Authority (*To be released at contract award*)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative (*To be filled in by bidder*)

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 Payment

### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the Basis of Payment, in Annex "B", as specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

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

### **Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_ (To be inserted at Contract Award)

### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 SACC Manual Clause**

[H1000C](#) (2008-05-12), Single Payment  
[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

### **7.7.4 Electronic Payment of Invoices – Contract**

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)

#### **7.7.5 Discretionary Audit**

SACC Manual Clause [C0705C](#) (2010-01-11), Discretionary Audit

#### **7.7.6 Time Verification**

SACC Manual Clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

#### **7.8 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.

#### **7.9 Certifications and Additional Information**

##### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

##### **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

##### **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 Articles of Agreement;
- (b) the general conditions [2035](#) (2020-05-28), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "E", Insurance Requirements;
- (f) Annex "F", DND 626, Task Authorization Form;
- (g) Annex "G", Task Authorization Usage Report;
- (h) the signed Task Authorizations (including all of its annexes, if any);

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(i) the Contractor's bid dated \_\_\_\_\_.

#### **7.12 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)**

*SACC Manual* clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

***OR***

*SACC Manual* clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

#### **7.13 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "E". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.14 *SACC Manual* Clauses**

[A9068C](#) (2010-01-11), Government Site Regulations

[B1501C](#) (2006-06-16), Electrical Equipment

[D3015C](#) (2014-09-25), Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

## ANNEX "A"

### STATEMENT OF WORK

#### 1. SCOPE

##### 1.1. Introduction

Department of Indigenous Services Canada Winnipeg, Manitoba requires Onsite repair, maintenance and inspection services of medical x-ray equipment in northern Manitoba on an as and when requested basis.

##### 1.2. Background and Specific Scope of the Requirement

The Scope of Work requires the Contractor to provide on an as and when requested basis:

- a. Maintenance and inspection of medical x-ray equipment for Indigenous Services Canada's twenty-one (21) nursing stations and two (2) hospitals.
- b. Repair medical x-ray equipment at Indigenous Services' twenty-one (21) nursing stations and (two) 2 hospitals on an as and when requested basis in response to Task Authorizations issued by Canada, and in accordance with the Terms and Conditions of the Contract.
- c. The Location of Work table lists the medical x-ray equipment at each hospital and nursing station.

#### 2. DELIVERABLES

- a. To provide all labour, materials, transportation, tools, equipment and consumables necessary to provide scheduled annual inspections for medical x-ray equipment.

Inspection will include:

- preventative maintenance (includes a general system inspection, review of system operation, and full system cleaning),
  - calibration,
  - quality control to radiographic x-ray equipment,
  - quality control to associated equipment and accessories, and
  - necessary repairs identified at time of inspection.
- b. To provide repairs on an *as and when requested* basis.
  - c. To provide response or call back from time of initial request for repair and support within 24 hours for emergency and non-emergency situations. For emergency situations where the equipment is inoperable and radiographic examinations are not able to be performed, repairs must be completed within 72 hours from the initial contact. For non-emergency situations, repairs must be completed within 7 calendar days. In either situation where circumstances make it impossible for these timelines to be met, an agreement must be reached with the Project Authority to extend these timelines.
  - d. To provide emergency assistance and troubleshooting on a 24 hour basis for all x-ray equipment, and associated equipment and accessories.

- e. To supply and install minor parts on site. Work must be authorized by the Project Authority prior to proceeding.

Items required on hand as follows:

- Small parts for processor, i.e., gears
  - Mixing valve repair kits
  - Miscellaneous parts as required, i.e., bulbs
- f. To provide instruction to staff at nursing stations and hospitals on simple tasks such as changing bulbs, cleaning equipment, technical issues, etc., on request.
- g. To provide recommendation on the repair and replacement of medical x-ray equipment, processors and associated equipment and accessories on request.

### **2.1. Contractor and Technician Training and Experience**

- a. Technicians servicing the x-ray equipment as part of this Contract must have graduated with an accredited diploma program in electronic technology, or equivalent, with secondary training to radiographic imaging equipment from a recognized institute.
- b. Technician must have a minimum of three (3) years recent related field experience maintaining and repairing equipment listed in Appendix A, with "recent" defined as experience in the last five (5) years.
- c. The contractor must have a minimum of three (3) years recent experience inspecting, repairing and overhauling medical x-ray equipment with recent defined as over the last five (5) years.

### **2.2. Standards, Regulations and Guidelines**

- a. All service, maintenance and repair must be conducted in accordance with industry standards, including provincial and federal operating regulations. All parts and associated accessories must meet minimum compliance to OEM guidelines and industry standards.
- b. All calibrations and repairs for medical x-ray equipment will be within, or will exceed, guidelines set out by the Radiation Protection Bureau of Canada and Canadian Association of Medical Radiation Technologists.

### **2.3 Reporting**

The Contractor must maintain records and provide written reports in either pdf or word format, of maintenance, support services and inspections provided.

Three copies of all reports are required: one (1) to be submitted to the Project Authority, one (1) to be submitted to the Nurse in Charge, and one (1) to accompany the invoice. Reports for Project Authority and Nurse in Charge must be received within seven (7) days of issuance.

#### **2.3.1 Medical x-ray Equipment:**

Technologist supplied reporting for medical x-ray equipment must include:

- a. Collimation accuracy
- b. X-ray field and light field alignment

- c. Accuracy of loading factors
- d. Radiation output reproducibility
- e. Peak generating potential (kVp) accuracy
- f. X-ray beam filtration (half value layer)
- g. Grid performance
- h. Protective equipment / devices test
- i. Milliampere (mA) linearity or exposure linearity
- j. Automatic Exposure Control (AEC) reproductability

**3. ADDITIONAL INFORMATION**

**3.1. Authorities**

**(To be inserted at contract award)**

**3.2. Contractor's Obligations**

- a. The Contractor must reduce travel costs by scheduling repairs and maintenance combined with yearly inspections on the same trip.
- b. The Contractor must bring adequate supplies to complete repairs and maintenance and yearly inspections at time of trip so additional travel is not required.
- c. The Contractor must obtain Project Authority preapproval for work performed outside of normal clinic/hospital/school hours 9:00 a.m. – 5:00 p.m. as arrangements for clinic / hospital staff must be made to accommodate the Contractor to allow access to the facility.
- d. The Contractor must provide contact name and number of personnel for emergency assistance.

**3.3. Location of Work**

Medical x-ray equipment is located throughout Manitoba and may be accessed by either road or air.

<b>Community</b>	<b>Nursing Station</b>	<b>Hospital</b>
	Medical x-ray unit(s)	Medical x-ray unit(s)
Berens River Nursing Station First Nation & Inuit Health Indigenous Services Canada P.O. Box 343 Berens River, Manitoba R0B 0A0	1	
Bloodvein Nursing Station First Nation & Inuit Health Indigenous Services Canada Bloodvein, Manitoba R0C 0J0	1	

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Brochet Nursing Station (Barren Lands) First Nations & Inuit Health Indigenous Services Canada Brochet, Manitoba R0B 0B0	1	
Garden Hill Nursing Station First Nation & Inuit Health Indigenous Services Canada Island Lake, Manitoba R0B 0T0	1	
God's Lake Narrows Nursing Station (Manto Sipi Cree) First Nations & Inuit Health Indigenous Services Canada God's Lake Narrows, Manitoba R0B 0M0	1	
God's River Nursing Station First Nations & Inuit Health Indigenous Services Canada God's River, Manitoba R0B 0N0	1	
Lac Brochet Nursing Station (Northlands) First Nations & Inuit Health Indigenous Services Canada Lac Brochet, Manitoba R0B 2E0	1	
Little Grand Rapids Nursing Station First Nations & Inuit Health Indigenous Services Canada Little Grand Rapids, Manitoba R0B 0V0	1	
Nelson House (Nisichawayasihk Cree) First Nations & Inuit Health Indigenous Services Canada Nelson House, Manitoba R0B 1A0	1	
Norway House Hospital PO Box 730 Norway House Manitoba R0B 1B0T		2
Oxford House Nursing Station (Bunibonibee) First Nations & Inuit Health Indigenous Services Canada Oxford House, Manitoba R0B 1C0	1	
Pauingassi Nursing Station First Nation & Inuit Health Indigenous Services Canada Pauingassi, Manitoba R0B 2G0	1	

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Percy E. Moore Hospital PO Box 190 Hodgson Manitoba R0C 1N0		2
Poplar River Nursing Station Indigenous Services Canada Negginan, Manitoba R0B 0Z0	1	
Pukatawagan Nursing Station First Nations & Inuit Health Indigenous Services Canada Pukatawagan, Manitoba R0B 1G0	1	
Red Sucker Lake Nursing Station Indigenous Services Canada Red Sucker Lake, Manitoba R0B 1H0	1	
Shamattawa Nursing Station First Nations & Inuit Health Indigenous Services Canada Shamattawa, Manitoba R0B 1K0	1	
South Indian Lake Nursing Station (O-Pipon- Na-Piwin Cree) First Nations & Inuit Health Indigenous Services Canada South Indian Lake, Manitoba R0B 1N0	1	
Split Lake Nursing Station (Tataskweyak) First Nations & Inuit Health Indigenous Services Canada Split Lake, Manitoba R0B 1P0	1	
St. Theresa Point Nursing Station First Nation & Inuit Health Indigenous Services Canada St. Theresa Point, Manitoba R0B 1J0	1	
Tadoule Lake Nursing Station (Sayisi Dene) First Nations & Inuit Health Indigenous Services Canada Tadoule Lake, Manitoba R0B 2C0	1	
Wasagamack Nursing Station First Nations & Inuit Health Indigenous Services Canada Wasagamack, Manitoba R0B 1Z0	1	

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York Landing Nursing Station First Nations & Inuit Health Indigenous Services Canada York Landing, Manitoba R0B 2B0	1	
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**3.4. Language of Work**

English

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**APPENDIX 1 TO ANNEX "A" X-RAY EQUIPMENT LIST**

Community	Description	Quantity
Berens River Nursing Station First Nation & Inuit Health P.O. Box 343 Berens River, Manitoba ROB 0A0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)	1
	DR- ID1211SA D- EVO II 14 x 17" Xray Panel	1
	DRAGON X Light 4 System (Digital Xray Machine)	1
	HP Z4 G4 Workstation MT Xeon W- 2123	1
	BR1000MS Tower UPS for Workstation	1
Bloodvein Nursing Station First Nation & Inuit Health Bloodvein, Manitoba R0C 0J0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)	1
	DR- ID1211SA D- EVO II 14 x 17" Xray Panel	1
	DRAGON X Light 4 System (Digital Xray Machine)	1
	HP Z4 G4 Workstation MT Xeon W- 2123	1





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Community	Description	Quantity
	HP Z4 G4 Workstation MT Xeon W-2123  BR1000MS Tower UPS for Workstation	1   1
Lac Brochet Nursing Station (Northlands) First Nations & Inuit Health Lac Brochet, Manitoba R0B 2E0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)  DR-ID1211SA D-EVO II 14 x 17" Xray Panel  DRAGON X Light 4 System (Digital Xray Machine)  HP Z4 G4 Workstation MT Xeon W-2123  BR1000MS Tower UPS for Workstation	1   1   1   1   1
Little Grand Rapids Nursing Station First Nations & Inuit Health Little Grand Rapids, Manitoba R0B 0V0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)  DR-ID1211SA D-EVO II 14 x 17" Xray Panel  DRAGON X Light 4	1   1   1





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Community	Description	Quantity
	BR1000MS Tower UPS for Workstation	1
Percy E. Moore Hospital PO Box 190 Hodgson Manitoba R0C 1N0	CPI Millenia	1
	Eureka Linear IV	1
	Paush 370007	1
Poplar River Nursing Station Negginan, Manitoba R0B 0Z0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)	1
	DR- ID1211SA D- EVO II 14 x 17" Xray Panel	1
	DRAGON X Light 4 System (Digital Xray Machine)	1
	HP Z4 G4 Workstation MT Xeon W- 2123	1
	BR1000MS Tower UPS for Workstation	1
Pukatawagan Nursing Station First Nations & Inuit Health Pukatawagan, Manitoba R0B 1G0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)	1
	DR- ID1211SA D- EVO II 14 x 17" Xray Panel	1

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Community	Description	Quantity
	DRAGON X Light 4 System (Digital Xray Machine)	1
	HP Z4 G4 Workstation MT Xeon W- 2123	1
	BR1000MS Tower UPS for Workstation	1
Red Sucker Lake Nursing Station Red Sucker Lake, Manitoba R0B 1H0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)	1
	DR- ID1211SA D- EVO II 14 x 17" Xray Panel	1
	DRAGON X Light 4 System (Digital Xray Machine)	1
	HP Z4 G4 Workstation MT Xeon W- 2123	1
	BR1000MS Tower UPS for Workstation	1
Shamattawa Nursing Station First Nations & Inuit Health Shamattawa, Manitoba R0B 1K0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)	1
	DR- ID1211SA D- EVO II 14 x	1



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Community	Description	Quantity
	DR- ID1211SA D- EVO II 14 x 17" Xray Panel	1
	DRAGON X Light 4 System (Digital Xray Machine)	1
	HP Z4 G4 Workstation MT Xeon W- 2123	1
	BR1000MS Tower UPS for Workstation	1
St. Theresa Point Nursing Station First Nation & Inuit Health St. Theresa Point, Manitoba R0B 1J0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)	1
	DR- ID1211SA D- EVO II 14 x 17" Xray Panel	1
	DRAGON X Light 4 System (Digital Xray Machine)	1
	HP Z4 G4 Workstation MT Xeon W- 2123	1
	BR1000MS Tower UPS for Workstation	1
Tadoule Lake Nursing Station (Sayisi Dene) First Nations & Inuit Health Tadoule Lake, Manitoba R0B 2C0	HP Elitebook x360 1030 G3-8GB	1



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<b>Community</b>	<b>Description</b>	<b>Quantity</b>
York Landing Nursing Station First Nations & Inuit Health York Landing, Manitoba R0B 2B0	HP Elitebook x360 1030 G3-8GB DDR4 (Modality)	1
	DR- ID1211SA D- EVO II 14 x 17" Xray Panel	1
	DRAGON X Light 4 System (Digital Xray Machine)	1
	HP Z4 G4 Workstation MT Xeon W- 2123	1
	BR1000MS Tower UPS for Workstation	1

## ANNEX "B"

### BASIS OF PAYMENT

It is mandatory that Bidders submit firm prices/rates for each period of the proposed Contract for all items in the Pricing Schedule with all rates in Canadian dollars. **This section when complete will be considered as the Financial Bid.**

Prices/rates remain firm for the period of the Contract. Rates include all costs associated with providing the service in accordance with the Statement of Work at Annex 'A'. GST, if applicable, is not included and is to be shown as a separate line item on any resulting invoice.

### Travel and Living Expenses

The Contractor will be reimbursed reasonable authorized travel and living expenses properly incurred in the performance of work, at cost, without any allowance for profit and/or administrative overhead in accordance with meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the Directive referring to "traveler" as opposed to those referring to "employees."

The Contractor will be reimbursed for travel expenses from Winnipeg, Manitoba, or from their location to the facility where the work is required, whichever is the lowest cost. Health Canada will provide accommodation at Health Canada facilities in isolated areas when available.

All travel **must** have prior written authorization of the Project Authority.

All payments are subject to government audit.

### Material and Replacement Parts

The Project Authority **must** approve materials or replacement parts.

Parts will be supplied FOB destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

i) MARK-UP- the difference between the Contractors laid down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by Contractor such as material handling and general administrative (G&A) expenses and profit.

ii) LAID-DOWN COST- the cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

- The extended price for materials is calculated by adding the mark-up quoted to the total estimated expenditure, Example: \$15,000.00 estimated expenditure; 10% mark-up quoted = \$15,000.00 + (\$15,000.00 x 10%) = \$16500.00

### PWGSC RESERVES THE RIGHT TO ADD, DELETE, OR REPLACE EQUIPMENT AS REQUIRED

**PRICING SCHEDULE: AS AND WHEN REQUIRED INSPECTION, MAINTENANCE AND REPAIR SERVICES**

TASK AUTHORIZATIONS

Additional services may be required on an “as and when requested” basis and authorized by the Project Authority through the issuance of a Task Authorization. The work requested in any resulting Task Authorization must be for the equipment/locations defined herein and for the type of services defined in the statement of work.

The estimated quantities provided below are for evaluation purposes only based on previous history and forecasted usage of this proposed Contract. The quantity of goods and the level of services specified in the pricing schedules below are only an approximation given in good faith and do not represent an agreement by Canada.

Task No.		Contract Year 1	Contract Year 2	Option Year 1	Option Year 2	Option Year 3
1	LABOUR Rate per hour - regular working hours (Monday–Friday, 9:00-17:00), 8 hour day					
	Unit Price Productive Time:	\$ _____ / hour				
	Estimated Quantity	150 hrs				
	Unit Price Non-Productive Time:	\$ _____ / hour				
	Estimated Quantity	50 hrs				
2	LABOUR Rate per hour - outside regular working hours (Monday-Friday)					
	Unit Price Productive Time:	\$ _____ / hour				
	Estimated Quantity	50 hrs				
	Unit Price Non-Productive Time:	\$ _____ / hour				
	Estimated Quantity	50 hrs				
3	Material and replacement parts (except free issue) must be charged at the contractor’s laid-down cost, plus markup of _____%, not to exceed the manufacturer’s suggested retail price. Cost must be supported by copies of the contractor’s paid invoices being submitted with services invoice.					
	Markup	% _____	% _____	% _____	% _____	% _____
	Estimated Quantity	\$15,000.00	\$15,000.00	15,000.00	15,000.00	15,000.00
4	Basic Maintenance Operational Training Rate Per Hour					
	Unit Price:	\$ _____ / hour				
	Estimated Quantity	24 hrs				

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure. Example: Year 1 \$ estimated expenditure; 10% mark-up quoted = \$15,000 + (\$15,000 x 10%) = \$1,650.00

**ANNEX “C”**

**MANDATORY TECHNICAL EVALUATION CRITERIA**

1. Completion of this Mandatory Technical Criteria is mandatory to be considered responsive.
  - a. Bidders must record whether they meet (YES) or not meet (NO) each of the criterion.
  - b. Bidders must provide documentation or certification by signature as requested to demonstrate compliance to each mandatory criterion as identified.
  - c. Bidders must cross-reference where in their technical bid, the technical criterion is located.
  - d. Where you have indicated compliant, provide the information or certification required and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal.
  - e. If the complete documentation and certifications are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.
2. Mandatory Criteria: Failure to meet any of the mandatory criteria below will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.

**TECHNICAL MANDATORY CRITERIA**

MANDATORY CRITERIA	In this column the bidder is to cross-reference where the technical criteria is demonstrated in the bid or provide certification by signature as stipulated	COMPLIANT YES/NO
<p><b>M-1 Equipment and Tooling</b></p> <p>The Bidder must indicate that they have, or have available to them, all equipment and tooling required to undertake all maintenance, repair and overhaul of medical x-ray equipment listed at Appendix 1 in adherence to the Statement of Work at Annex “A”.</p>	<p>Certification by Signature:</p> <p>_____</p>	
<p><b>M-2 Administration, Documentation, and Reporting Standards</b></p> <p>The Bidder must indicate that they have capacity to provide transaction documentation, technical reports, accountability and work control for in adherence to Annex “A” - Statement of Work.</p>	<p>Certification by Signature:</p> <p>_____</p>	

MANDATORY CRITERIA	In this column the bidder is to cross-reference where the technical criteria is demonstrated in the bid or provide certification by signature as stipulated	COMPLIANT YES/NO
<p><b>M-3 Quality Control and Assurance</b></p> <p>The bidder must have the capacity and capability to understand repair, inspection and maintenance services for all equipment listed in Appendix "A" in accordance with industry standards, including provincial and federal operating regulations. All parts and accessories must meet minimum compliance to OEM guidelines and industry standards</p>	<p>Certification by Signature:</p> <p>_____</p>	
<p><b>M-4 Workforce Qualifications and Experience (Skilled R&amp;O Labor)</b></p> <p>The bidder must submit the names and provide resumes of a minimum of two (2) technicians to perform the work in Annex "A".</p> <p>For purposes of assessing this factor the evaluation board will determine the bidder is compliant if for each Technician the following is demonstrated:</p> <p>a) <u>Education Qualifications</u> –        Each Technician servicing the x-ray equipment as part of this Contract must have graduated with an accredited diploma program in electronic technology, or equivalent, with secondary training to radiographic imaging equipment from a recognized institute.</p> <p>b) <u>Experience</u> –        Each Technician must have a minimum of three (3) years recent experience maintaining and repairing medical x-ray equipment listed in Appendix A, with "recent" defined as experience in the last five (5) years.</p>		
<p><b>M-5 Contractor Experience – Medical X-Ray Inspection, Repair and Maintenance</b></p> <p>For the purpose of assessing this factor the evaluation board will determine if the bidder is compliant if the Bidder has carried out inspection and repair on and on-going basis for a minimum of three (3) years:</p> <p>The bidder's firm must demonstrates a minimum of three (3) years recent experience inspecting, repairing and overhauling medical x-ray equipment with recent defined as over the last five (5) years to be deemed compliant.</p>		
<p><b>M-6 Points of Contact</b></p> <p>The Bidder must provide a point of contact under the contract for the resolution of technical, logistics, and administrative issues.</p> <p>Where a customer or account representative will be determined after contract award, the Bidder must provide the representative's position) in lieu of providing the name of an individual or a list of persons.</p>	<p>Individual Name and Contact Information</p> <p>OR</p> <p>Representative Position</p>	

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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## **ANNEX "E"**

### **INSURANCE REQUIREMENTS**

#### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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**ANNEX "F"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

*(Attached)*

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## ANNEX "G"

### TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

[PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca)

Or

Facsimile: (780) 497 – 3510