



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

Manitoba

**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

Title - Sujet Tailoring Services	
Solicitation No. - N° de l'invitation W0121-22JP04/A	Date 2021-06-11
Client Reference No. - N° de référence du client W0121-22JP04	
GETS Reference No. - N° de référence de SEAG PW-\$STN-204-5494	
File No. - N° de dossier STN-1-44005 (204)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Central Daylight Saving Time CDT on - le 2021-07-07 Heure Avancée du Centre HAC	
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: Simonson, Sheena M.	Buyer Id - Id de l'acheteur stn204
Telephone No. - N° de téléphone (306) 241-1169 ()	FAX No. - N° de FAX (418) 566-6167
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein - Voir aux présentes	

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 Canada/Réception
des soumissions Travaux publics et Services gouvernementaux
Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

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

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Client Ref. No. - N° de réf. du client
W0121-22JP04

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-1-44005

Buyer ID - Id de l'acheteur
STN204
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven 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; and
- Part 6 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 Electronic Payment Instruments, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

Canadian Forces Base (CFB) Moose Jaw has a requirement for Tailoring services for uniforms and equipment of the Canadian Forces (CF). This may include but is not limited to the sewing on of insignias, ranks, crests, alterations, manufacture and/or repairs. Tailoring Services will be provided to the Department of National Defense (DND), Canadian Forces Base (CFB) Moose Jaw, 15 Wing Supply, Moose Jaw, Saskatchewan. The services include both scheduled weekly services and "as and when required"/task authorization services. The contract will be for a one-year period, with an option to extend the contract for four (4) additional periods of one (1) year each.

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

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

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

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.

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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: 2019-01 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers 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) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder is strongly encouraged to 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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

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 "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" 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

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

3.1.4 SACC Manual Clauses

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 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

Refer to Annex "A".

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The financial evaluation will be conducted by calculating the Total Evaluated Bid Price using Annex "B", Basis of Payment

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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 property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

5.2.3.4 Education and Experience

5.2.3.4.1 SACC *Manual* clause [A3010T](#) (2010-08-16), Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.2 Task Authorization

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

6.1.2.1 Task Authorization Process

Task Authorization:

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.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".
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 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.

6.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$1000.00, Applicable Taxes included, inclusive of any revisions.

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

6.1.2.3 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 \$1000.
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 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.

6.1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Canadian Forces Base (CFB) Moose Jaw. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.2 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>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from **[to be inserted at award of contract]** to **[to be inserted at award of contract]** inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before the date specified in each task authorization.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1 year period(s), from **[to be inserted at award of contract]** to **[to be inserted at award of contract]** and from **[to be inserted at award of contract]** to **[to be inserted at award of contract]** and from **[to be inserted at award of contract]** to **[to be inserted at award of contract]**, and from **[to be inserted at award of contract]** to **[to be inserted at award of contract]**, 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 1 calendar day before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.4 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sheena Simonson
Title: Procurement Officer
Public Works and Government Services Canada
Procurement Branch
Directorate: Western Region
Address: 110-101 22nd St E, Saskatoon, Saskatchewan, S7K 0E1

Telephone: 306-241-1169
E-mail address: sheena.simonson@pwgsc.gc.ca

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

6.5.2 Project Authority

[to be inserted at award of contract]

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.

6.5.3 Contractor's Representative

Please fill in the below section:

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act \(PSSA\)](#) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are **[to be inserted at award of contract]** and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 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 \$ **[to be inserted at award of contract]**. Customs duties are **[to be inserted at award of contract]** 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.

6.7.3 Single Payment

H1000C (2008-05-12), Single Payment

6.7.4 SACC Manual Clauses

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

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

6.7.5 Electronic Payment of Invoices – Contract

[to be inserted at award of 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)

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 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 2010C (2018-06-21), General conditions: Services (medium complexity);
- c. Annex "A", Statement of Work;
- d. Annex "B", Basis of Payment;
- e. Annex "D", Sample of Work Order
- f. the signed Task Authorizations (including all of its annexes, if any);
- g. the Contractor's bid dated **[to be inserted at award of contract]**.

6.12 Insurance

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

6.13 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.

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- (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".

6.14 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
B7500C (2006-06-16), Excess Goods

ANNEX "A"

STATEMENT OF WORK

1.0 Scope

1.1 Purpose

Canadian Forces Base(CFB) Moose Jaw has a requirement for Tailoring services for uniforms and equipment of the Canadian Forces (CF). This may include but is not limited to the sewing on of insignias, ranks, crests, alterations, manufacture and/or repairs. Tailoring Services will be provided to the Department of National Defense (DND), Canadian Forces Base (CFB) Moose Jaw, 15 Wing Supply, Moose Jaw, Saskatchewan. The services include both scheduled weekly services and "as and when required"/task authorization services. The contract will be for a one-year period, with an option to extend the contract for four (4) additional periods of one (1) year each.

1.2 Background

CFB Moose Jaw is responsible for providing members of the CF with tailoring services for the clothing and equipment used to perform their daily operations. These services shall be provided by having a tailor available to personnel twice a week, on Tuesdays and Thursdays between 0930 and 1130, at 15 Wing Clothing Stores and by accepting tailoring orders from personnel during these times. Tailoring orders accepted will then be completed by the contractor offsite. If CFB Moose Jaw does not require the contractor to be onsite for the full time between 0930 to 1130 on any given occurrence, CFB Moose Jaw will advise the contractor and the contractor will be paid according to the hours worked, in 0.25 hour increments.

2.0 General Requirements

2.1 All tailoring orders ready for contractor pickup on Tuesdays at 1130AM will be completed and returned to Clothing Stores on Thursdays at 930AM. All tailoring orders ready for contractor pickup on Thursday at 1130AM will be completed and returned to 15 Wing Clothing Stores on Tuesdays at 930AM. If the complexity of the work requires more time it must be agreed upon by the Contractor and the Technical Authority (TA).

3.0 Detailed Requirements

3.1 Description of Work:

3.1.1 All tailoring must be completed at the contractor's place of business except for on-site services as per Table 1.

3.1.1 Tailoring service shall include but is not limited to the sewing on of insignias, ranks, crests, and clothing alterations, manufacture and/or repairs.

3.1.3 The Contractor must supply all equipment, labour, supervision, transportation and approved threads that meet DND standards (i.e. Fire-retardant thread for flight suits).

3.1.4 All Military accouterments (such as badges, Canada flags, rank, etc.) to perform the services shall be provided by 15 Wing Clothing Store.

3.1.5 All prices are based on a per garment basis, except where each badge is accounted for and priced individually.

3.1.6 When an item (i.e. badge, rank, wings, Velcro) must be removed in order to replace the item, no charge will be made for the removal as it is to be included in the unit price.

3.1.7 The contractor will provide a qualified worker on site at 15 Wing Clothing Stores for on-site services (Table 1) each Tuesday and Thursday from 930AM to 1130AM.

Table 1

Pick up / drop off/	Location	Frequency	On Site Service
Wing Supply	L'Edifice Sutherland Building 143 Door 13	Bi-Weekly See ** Note 1, Note 2, Note 3, Note 4**	Tuesday 0930-1130 Thursday 0930-1130 See **Note 5**

****Note 1**** (All pickups and deliveries will be made on Tuesday and Thursday excluding Federal Government Statutory Holidays)

**** Note 2**** (When Federal Statutory Holidays occur on scheduled pick up or drop off day then the pick up/drop off day will be extended to the next business day, and the contractor is expected to be available onsite from 0930 to 1130 that day.)

****Note 3**** (CFB Moose Jaw may cancel pickups/drop-offs with 1 day written notice (email) to supplier due to Wing schedules such as stand down in December.)

****Note 4**** (During the winter if roads are in poor driving condition pickup/drop-off will be the next business day. Contractor must email TA of this decision.)

****Note 5**** (While on site (clothing parade) the hourly wage as listed in basis of payment must include the following: Tailor is to measure all alterations for personnel and mark clothes for tailoring. When personnel are not present at clothing parade the Tailor is required to complete other tasks as requested by the Technical Authority. This may include but is not limited to removing zippers, map clips, Velcro to re-cycle for re-use, and cutting up materials. When personnel are not present at clothing parade, tailor may begin removal of badges, cutting of Velcro. Emergency sewing may be required on the Wing on a very seldom basis, not to exceed 6 times per year.)

3.2 Schedule of Work

The following paragraphs outline the types of alterations and sewing requirements which are performed and the standards required.

3.2.1. Pressing

The cost of pressing shall be included in the unit price. Each garment, on completion, will be properly pressed in accordance with good commercial practice, as per industry standards and instructions on clothing labels.

3.2.2. Tacking Tape and Adhesives

No Tacking tape or adhesives are permissible in alterations or badging process.

3.2.3. Officer Rank Braid for Tunics

Inside sleeve seam shall be opened and closed to permit rank braid to be inserted in seam. Absolutely no sewing through lining is permitted.

3.2.4. Badges, Insignias and Non-Commissioned Members (NCM) Ranks for Tunics

Inside sleeve of body of Tunic lining shall be opened and closed to utilize sewing machine for fastening of badges, insignias and NCM rank. Absolutely no sewing through lining is permitted. Badges, Insignias and NCM ranks may be hand sewn to avoid penetration of jacket lining.

3.2.5. Specifications for Alterations, Mounting of Badges, Rank, Insignia, Velcro

Sewing on Jackets, Flying Clothing, Combat Clothing, and other military kit shall be in accordance with the Canadian Forces Dress Regulations (A-AD-265-000/AG-001), 2 CAD Orders and 15 Wing Dress Regulations. CFB Moose Jaw to supply the regulations. The Contractor to be versed with the applicable regulations regarding dress.

3.2.6. Flying Clothing Rank Insignias

Officers and Non-Commissioned Members slip-ons(rank) with Canada insignia to be sewn to shoulder straps. Velcro applications - badges, name tapes, crests, etc will be sewn on to Flight Clothing

3.3 Loss, Damage, or Unsatisfactory Workmanship

3.3.1 The Contractor is to guarantee the return of all Government property. The Contractor shall reimburse the Government at replacement cost for all loss or damage to clothing while in his/her possession. The replacement cost will be determined by the TA using the cost from the Canadian Government Catalogue of Material website http://cgcs.mil.ca/DTICS/SITE/CGCS_search_e.asp

3.3.2 A count of articles in the possession of the contractor may be made at any time by an Officer appointed for this purpose and assisted, when necessary, by the Contractor.

3.3.3 By bidding Contractor guarantees they are qualified to complete all the work. All unsatisfactory workmanship shall be re-done at Contractor expense

3.4 Miscellaneous repairs to any Uniform/Equipment

3.4.1 Requests for tailoring services not included in the BOP shall be charged at hourly rate in BOP for actual time worked to nearest 15 minute.

3.4.2 When an item (i.e. badge, rank, wings, Velcro) must be removed in order to replace the item, no charge will be made for the removal as it is to be included in the unit price.

3.5 Inspection of Premises

3.5.1 The tailoring premises are to be kept clean and sanitary and are open at all times for inspection by the Wing Medical Staff.

3.5.2 Contractor must return garments in the same state of cleanliness in which they were provided to the contractor.

3.5.3 Where the condition of the premises utilized by the Contractor is not satisfactory, the contract is subject to cancellation.

3.6 Quality of work

3.6.1 All work must be of the highest quality, executed by workers skilled in the respective work. It is the contractor's responsibility to supply fully trained and qualified resources.

3.6.2 The Contractor must not employ any unfit persons or anyone unskilled in their respective duties. The work must not be performed by any person who, in the opinion of the Technical Authority, is unqualified, unsuitable, or has been conducting him/herself improperly. The Technical Authority reserves the right to request the dismissal from site, workers deemed unqualified, careless, insubordinate or otherwise objectionable.

3.6.3 In the case of a dispute over the quality of work, the final decision rests solely with the Technical Authority.

4.0 Contractors Responsibilities

4.1 The Contractor and their resources must ensure practices; procedures and activities are consistent with applicable DND, Federal and Provincial safety codes including Occupational Health and Safety.

4.2 The Contractor and their resources must read and abide by the 15 Wing Fire Orders which will be provided by the Technical Authority before commencement of work.

4.3 The Contractor and their resources undertakes and agrees to comply with all DND regulations in force at the worksite where the work is to be performed relating to the safety of persons on the site.

4.4 The Contractor and their resources will use the work site located at 15 Wing Clothing stores only for the execution of the work and is subject to the following:

4.4.1 The Contractor and their resources must not unreasonably encumber the work area with materials or equipment.

4.4.2 The Contractor and their resources must maintain the work area in a safe and tidy condition.

4.4.3 The Contractor and their resources must execute the work with the least possible interference or disturbance to the other workers in the location.

4.5 The contractor must maintain all equipment in good working order. It must be used and stored according to manufacture instructions.

4.6 The Contractor and their resources must advise the Technical Authority within 24 hours of damage being noted to any item. Damaged items will be assessed by the Technical Authority.

4.7 The Contractor must list the contract number on each invoice.

5.0 Canadian Forces Responsibilities

5.1 Provide a copy of relevant Canadian Forces Dress Regulations (A-AD-265-000/AG-001), 2 CAD Orders and 15 Wing Dress Regulations.

5.2 Provide a copy of the 15 Wing Fire Orders to Contractor and their resources and any other regulations as reasonably requested by contractor.

5.3 Provide a room on site at 15 Wing Clothing Stores for contractor to use for on-site services. Electricity required by the contractor for the execution of their work will be provided at no charge.

5.4 Provide the work order (Annex D - sample) detailing the work required as per Annex A.

5.5 Provide the Military accouterments to perform the services as per Annex A.

6.0 Deliverables

6.1 The items and no substitutions will be tailored as per work order and IAW with Canadian Forces Dress Regulations (A-AD-265-000/AG-001), 2 CAD Orders and 15 Wing Dress Regulations

Tailoring Requirement – Scheduled Weekly Services	
Item	Description
1	Provide onsite tailoring services Tuesday and Thursdays 0930-1130
Tailoring Services – Task Authorization “As and when required”	
Item	Description
Overcoats, jackets, tunics – Men and Women Note: All badges/rank sewn on Tunics must have the lining opened and closed to facilitate fastening or may be hand sewn. In no case shall badge, rank sewing penetrate coat lining.	
1	Shorten or lengthen sleeves
2	Shorten/lengthen body
3	Lengthen with false hem
4	Take-in for let-out sides
5	Enlarge armholes
6	Lower or raise collar
7	Sew on rank (NCM)
8	Sew on rank braid (Officers)
9	Sew on Canada or regiment badge
10	Sew on Wings
11	Sew on various badges
Trousers/Slacks /Skirts (CF, Work dress) Men and Women	
12	Shorten or lengthen pants/trousers/skirts unlined
13	Shorten or lengthen pants/trousers/skirts lined
14	Take-in or let-out waist pants/trousers/skirts unlined
15	Take-in or let-out waist pants/trousers/skirts lined
16	Take-in or let-out seat pants/trousers unlined
17	Take-in or let-out seat pants/trousers lined
18	Take-in or let-out crotch pants/trousers unlined
19	Take-in or let-out crotch pants/trousers lined
20	Replace zipper, includes zipper
Slip-ons (Combat, Work dress, CF) (Includes sewing ends together and pressed)	
21	Sew on rank and Canada
22	Sew closed NCM
Environmental Clothing Extreme cold weather parka, wet weather jacket	
23	Replace main zipper, includes zipper
Coveralls, Flight Jackets (winter, summer)	
24	Sew on flag
25	Sew on wings
26	Sew on badge (patch/crest – no Velcro used)
27	Sew on slip-ons
28	Sew on name tape
29	Replace main zipper, including zipper

30	Re-sew map clip pocket, includes map clip
31	Sew Velcro on uniforms or badges (Velcro preparation included in price) (Nomex Velcro is provided by DND in 2" and 4" wide rolls)
Caps – Beret/Wedge/Combat	
32	Sew on hat badge
33	Sew on felt (MP only)
Ribbons	
34	Sew rosettes on CD ribbon bar
Miscellaneous Repairs to Uniforms/Equipment	
35	Miscellaneous repairs to uniforms/equipment
36	24 Hour turnaround tailoring services

7.0 Minimum Mandatory Performance Specifications

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Instructions to Bidders

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. 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 or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and

to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

8. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

Item #	Performance Specification	Status (M) Mandatory	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents
1	<p>Contractor must, for the duration of the contract, provide one (1) tailor who has a minimum of 3 years (equivalent to 60 months) of experience in the last ten (10) years performing tailoring services. The last 10 years is defined as from and including January 1, 2011 to the date of solicitation closing. The tailor must have a minimum 18 months of current experience. Current is defined as from and including December 1, 2019 to date of solicitation closing.</p> <p>Sample supporting documentation to provide: resume</p>			

ANNEX "B"

BASIS OF PAYMENT

INSTRUCTIONS FOR COMPLETING MICROSOFT EXCEL ANNEX B BASIS OF PAYMENT

- Offerors must provide unit pricing for all items listed in Microsoft Excel Annex B Basis of Payment. Failure to provide unit pricing for any item will deem the bid non-responsive.
- Offerors must provide pricing per the Unit of Issue and Description specified in Microsoft Excel Annex B Basis of Payment. Modifications to the Unit of Issue and Description are not permitted, and will deem the bid non-responsive. If you have any questions or concerns about the Unit of Issue or Description, please address them during the solicitation period to the Procurement Officer at the contact information listed on the front page of the solicitation document.

PRICES

- Prices submitted must be in CAD, and the Offeror will be paid firm unit prices in CAD.
- The standing offer will be issued in CAD.
- The Firm Unit Price(s) must include all costs associated with the pick-up, delivery and offloading of the items identified in Microsoft Excel Annex B Basis of Payment.
- Prices **must not** include GST. GST is to be included as a separate line item on ensuing invoices.
- Payment will be made in accordance with the pricing in Microsoft Excel Annex B Basis of Payment.
- In addition to the prices established in Annex "B", the Offeror can offer special discounts, such as yearend sales, production surplus, special sales and promotions, etc., as long as the price is lower than the prices listed in Annex "B".

ESTIMATED USAGE

- Estimated usages are for evaluation purposes only, and do not guarantee the amount of product that will be required and requested.
- Estimated usages will not form part of the final Standing Offer.
- Actual usages may vary from the estimated usages.

EVALUATION

Total Evaluated Bid Price will be calculated in Microsoft Excel Annex B Basis of Payment as follows:

- Estimated Yearly Usage (Column C) will be multiplied by Unit Price Year One CAD (Column E) for Items 1 to 37 inclusive, to determine the Extended Price for each item. The sum of the Extended Prices for Items 1 to 37 in Column F is Extended Price Year One Total.
- Estimated Yearly Usage (Column C) will be multiplied by Unit Price Option Year One CAD (Column G) for Items 1 to 37 inclusive, to determine the Extended Price for each item. The sum of the Extended Prices for Items 1 to 37 in Column H is Extended Price Option Year One Total.
- Estimated Yearly Usage (Column C) will be multiplied by Unit Price Option Year Two CAD (Column I) for Items 1 to 37 inclusive, to determine the Extended Price for each item. The sum of the Extended Prices for Items 1 to 37 in Column J is Extended Price Option Year Two Total.
- Estimated Yearly Usage (Column C) will be multiplied by Unit Price Option Year Three CAD (Column K) for Items 1 to 37 inclusive, to determine the Extended Price for each item. The sum of the Extended Prices for Items 1 to 37 in Column L is Extended Price Option Year Three Total.

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- Estimated Yearly Usage (Column C) will be multiplied by Unit Price Option Year Four CAD (Column M) for Items 1 to 37 inclusive, to determine the Extended Price for each item. The sum of the Extended Prices for Items 1 to 37 in Column N is Extended Price Option Year Four Total.
 - The total of the Extended Yearly Prices (F49, H49, J49, L49, N49) is the Total Evaluated Bid Price.

INVOICING

- The Offeror is permitted to submit a weekly invoice for hours worked as well as items tailored, in accordance with pricing in Microsoft Excel Annex B Basis of Payment.

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ANNEX "C" 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)

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ANNEX "D"

SAMPLE OF WORK ORDER

Each work order is in triplicate:

White: Clothing Copy
Yellow: Customer Copy
Pink: Contractor Copy

Clothing Personnel will complete the following boxes:

Name, Rank, SN, Date in, phone no., base, item no., article, work required, contract no., qty, and they will sign the bottom at the block that says Approved for (B Sup O).

Contractor will fill in the pricing, extension of pricing and total cost of service for each order and return the work order attached to the tailoring that was completed. Attachment shall not interfere with the integrity of the flight clothing (i.e. no pins through the clothing).

