



National Defence

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale

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

**REQUEST FOR PROPOSAL /  
DEMANDE DE PROPOSITION**

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

Director Services Contracting 4 (D Svcs C 4)  
Attention: Ryan Wong  
By e-mail to:  
[DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca](mailto:DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca)

**Proposal To: National Defence Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à: Défense nationale Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

**Comments – Commentaires**

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

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

<p><b>Solicitation Closes / L'invitation prend fin:</b></p> <p>At / à:</p> <p>02:00 PM Eastern Daylight Time (EDT)</p> <p>On / le:</p> <p>26 July 2021</p>
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<b>Title / Titre</b> MTCP Training and Accommodations Facility	<b>Solicitation No. / N° de l'invitation</b> W6369-21-X015
<b>Date of Solicitation / Date de l'invitation</b> 16 June 2021	
<b>Address Enquiries to / Adresser toutes questions à:</b>  Ryan Wong by email to: Ryan.Wong@forces.gc.ca	
<b>Telephone No. / N° de téléphone</b>	<b>FAX No. / N° de fax</b>
<b>Destination</b>  National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario K1A 0K2	

**Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

<b>Delivery Required / Livraison exigée</b>	<b>Delivery Offered / Livraison proposée</b>
<b>Vendor Name and Address / Raison sociale et adresse du fournisseur</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</b>	
Name – Nom _____ Title – Titre _____	
Signature _____ Date _____	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

A. There is no security requirement applicable to the Contract.

### **1.2 Statement of Work**

A. The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

A. 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.

### **1.4 Trade Agreements**

A. The requirement is subject to provisions of the World Trade Agreement on Government Procurement (WTO-GPA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-Ukraine Free Trade Agreement (CUFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA), and the Canada-Panama Free Trade Agreement (CPAFTA) if it is in force.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- A. 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 (SACC) Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- B. 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.
- C. The 2003 (2020-05-28), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (ii) Section 02, Procurement Business Number, is deleted in its entirety;
  - (iii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
    - d. send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
  - (iv) Section 05, Submission of bids, subsection 2, paragraph e., is deleted in its entirety and replaced with the following:
    - e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the bid; and
  - (vi) Section 05, Submission of bids, subsection 4, is amended as follows:
    - Delete: 60 days
    - Insert: 180 calendar days
  - (vii) Section 06, Late bids, is deleted in its entirety;
  - (viii) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
    - 07 Delayed bids
    - 1. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
  - (ix) Section 08, Transmission by facsimile, is deleted in its entirety; and
  - (x) Section 20, Further information, subsection 2 is deleted in its entirety.



## 2.2 Submission of Bids

- A. Unless specified otherwise in the bid solicitation or otherwise directed by the Contracting Authority, bids must be submitted only to the Department of National Defence organization by e-mail by the date and time indicated on page 1 of the bid solicitation.
- B. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

### 2.2.1 Electronic Submissions

- A. **Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents **submitted** after the closing time and date will not be accepted.

## 2.3 Former Public Servant

- A. 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.

### 2.3.1 Definitions

- A. 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.
- B. "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.



- C. "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.

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

- A. As per the above definitions, is the Bidder a FPS in receipt of a pension?  
Yes ( ) No ( )
- B. If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:
- (i) Name of former public servant; and
  - (ii) Date of termination of employment or retirement from the Public Service.
- C. 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](#).

### 2.3.3 Work Force Adjustment Directive

- A. Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?  
Yes ( ) No ( )
- B. 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; and
  - g. Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



## 2.4 Enquiries - Bid Solicitation

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

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. 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

- A. 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 twenty (20) 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**

- A. Canada requests that Bidders provide their bid in separate sections as follows:
- Section I: Technical Bid: one (1) soft copy in PDF format by e-mail;
- Section II: Financial Bid: one (1) soft copy in PDF format by e-mail; and
- Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
- (i) Use 8.5 x 11 inch (216 mm x 279 mm) paper; and
  - (ii) Use a numbering system that corresponds to the bid solicitation.

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

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

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

- A. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

#### **3.3.1 Electronic Payment of Invoices - Bid**

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3, Electronic Payment Instruments, to identify which ones are accepted.
- B. If Attachment 2 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.3.2 Exchange Rate Fluctuation**

- A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

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



**ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE**

The Bidder shall complete this pricing schedule and include it in its financial bid once completed. This Pricing Schedule will be used for Bid Evaluation purposes only. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive rate (in Can \$).

**1.0 INITIAL PERIOD OF THE CONTRACT: FROM DATE OF CONTRACT AWARD TO 31 MARCH 2023**

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

**1.1 Services**

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Number	Description	All Inclusive Firm Daily Price Per Person
<b>Accommodation, Meals, Training Facility, Multimedia Service and Support</b>		
<b>1A</b>	All-inclusive rate (per person) to include the all of following items listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.2 Accommodations;</li> <li>- 4.3 Meal Plan and Food Services;</li> <li>- 4.4 Training Facilities;</li> <li>- 4.5 Support Facilities;</li> <li>- 4.7 Security; and</li> <li>- 4.8 Parking</li> </ul>	\$
<b>1B</b>	All-inclusive rate (per person) to include the all of following items listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.6 Information Technology/Multimedia Service and Support for 20 to 60 students</li> </ul>	\$

Number	Description	All Inclusive Firm One-Way Price Per Person
<b>Transportation Services</b>		
<b>1C</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Montreal Pierre Elliott Trudeau International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.9 Transportation Services</li> </ul>	\$



<b>1D</b>	<p>All-inclusive rate (per person) to include shuttle transport between the training facility and the Ottawa International Airport.</p> <p>The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).</p> <p>All-inclusive rate to include the all of following item listed in Annex “A” – SOW:  - 4.9 Transportation Services</p>	\$
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**Totals Table for Initial Contract Period (for evaluation purposes only):**

Number	Description	All Inclusive Firm Price
1A	Total All Inclusive Firm Daily Price per Person (1A)	\$
1B	Total All Inclusive Firm Daily Price per Person (1B)	\$
1C	Total All Inclusive Firm One-Way Price per Person (1C)	\$
1D	Total All Inclusive Firm One-Way Price per Person (1D)	\$
<b>Total All Inclusive Price for Initial Contract Period (1A + 1B + 1C +1D)</b>		<b>\$</b>

**2.0 OPTION TO EXTEND THE TERM OF THE CONTRACT**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**2.1 OPTION PERIOD 1: FROM THE END OF THE INITIAL PERIOD OF THE CONTRACT TO 31 MARCH 2024**

**2.1.1 Services**

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Number	Description	All Inclusive Firm Daily Price Per Person
<b>Accommodation, Meals, Training Facility, Multimedia Service and Support</b>		
<b>2A</b>	<p>All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW:</p> <ul style="list-style-type: none"> <li>- 4.2 Accommodations;</li> <li>- 4.3 Meal Plan and Food Services;</li> <li>- 4.4 Training Facilities;</li> <li>- 4.5 Support Facilities;</li> <li>- 4.7 Security; and</li> <li>- 4.8 Parking</li> </ul>	\$



<b>2B</b>	All-inclusive rate (per person) to include the all of following items listed in Annex "A" – SOW: - 4.6 Information Technology/Multimedia Service and Support for 20 to 60 students	\$
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Number	Description	All Inclusive Firm One-Way Price Per Person
<b>Transportation Services</b>		
<b>2C</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Montreal Pierre Elliott Trudeau International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex "A" – SOW: - 4.9 Transportation Services	\$
<b>2D</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Ottawa International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex "A" – SOW: - 4.9 Transportation Services	\$

**Totals Table for Option Period 1 (for evaluation purposes only):**

Number	Description	All Inclusive Firm Price
2A	Total All Inclusive Firm Daily Price per Person (2A)	\$
2B	Total All Inclusive Firm Daily Price per Person (2B)	\$
2C	Total All Inclusive Firm One-Way Price per Person (2C)	\$
2D	Total All Inclusive Firm One-Way Price per Person (2D)	\$
<b>Total All Inclusive Price for Option Period 1 (2A + 2B + 2C +2D)</b>		<b>\$</b>

**2.2 OPTION PERIOD 2: FROM THE END OF OPTION PERIOD 1 TO 31 MARCH 2025****2.2.1 Services**

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):



Number	Description	All Inclusive Firm Daily Price Per Person
<b>Accommodation, Meals, Training Facility, Multimedia Service and Support</b>		
<b>3A</b>	All-inclusive rate (per person) to include the all of following items listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.2 Accommodations;</li> <li>- 4.3 Meal Plan and Food Services;</li> <li>- 4.4 Training Facilities;</li> <li>- 4.5 Support Facilities;</li> <li>- 4.7 Security; and</li> <li>- 4.8 Parking</li> </ul>	\$
<b>3B</b>	All-inclusive rate (per person) to include the all of following items listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.6 Information Technology/Multimedia Service and Support for 20 to 60 students</li> </ul>	\$

Number	Description	All Inclusive Firm One-Way Price Per Person
<b>Transportation Services</b>		
<b>3C</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Montreal Pierre Elliott Trudeau International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.9 Transportation Services</li> </ul>	\$
<b>3D</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Ottawa International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.9 Transportation Services</li> </ul>	\$

**Totals Table for Option Period 2 (for evaluation purposes only):**

Number	Description	All Inclusive Firm Price
3A	Total All Inclusive Firm Daily Price per Person (3A)	\$
3B	Total All Inclusive Firm Daily Price per Person (3B)	\$
3C	Total All Inclusive Firm One-Way Price per Person (3C)	\$



3D	Total All Inclusive Firm One-Way Price per Person (3D)	\$
<b>Total All Inclusive Price for Option Period 2 (3A + 3B + 3C +3D)</b>		<b>\$</b>

### 2.3 OPTION PERIOD 3: FROM THE END OF OPTION PERIOD 2 TO 31 MARCH 2026

#### 2.3.1 Services

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Number	Description	All Inclusive Firm Daily Price Per Person
<b>Accommodation, Meals, Training Facility, Multimedia Service and Support</b>		
<b>4A</b>	All-inclusive rate (per person) to include the all of following items listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.2 Accommodations;</li> <li>- 4.3 Meal Plan and Food Services;</li> <li>- 4.4 Training Facilities;</li> <li>- 4.5 Support Facilities;</li> <li>- 4.7 Security; and</li> <li>- 4.8 Parking</li> </ul>	\$
<b>4B</b>	All-inclusive rate (per person) to include the all of following items listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.6 Information Technology/Multimedia Service and Support for 20 to 60 students</li> </ul>	\$

Number	Description	All Inclusive Firm One-Way Price Per Person
<b>Transportation Services</b>		
<b>4C</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Montreal Pierre Elliott Trudeau International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex "A" – SOW: <ul style="list-style-type: none"> <li>- 4.9 Transportation Services</li> </ul>	\$
<b>4D</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Ottawa International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).	\$



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	All-inclusive rate to include the all of following item listed in Annex "A" – SOW: - 4.9 Transportation Services	
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**Totals Table for Option Period 3 (for evaluation purposes only):**

Number	Description	All Inclusive Firm Price
4A	Total All Inclusive Firm Daily Price per Person (4A)	\$
4B	Total All Inclusive Firm Daily Price per Person (4B)	\$
4C	Total All Inclusive Firm One-Way Price per Person (4C)	\$
4D	Total All Inclusive Firm One-Way Price per Person (4D)	\$
<b>Total All Inclusive Price for Option Period 3 (4A + 4B + 4C +4D)</b>		<b>\$</b>

**Totals Table (for evaluation purposes only):**

Description	Total All Inclusive Firm Price
Total All Inclusive Price for Initial Contract Period	\$
Total All Inclusive Price for Option Period 1	\$
Total All Inclusive Price for Option Period 2	\$
Total All Inclusive Price for Option Period 3	\$
<b>Total Evaluated Price (Initial Contract Period Total + Option Period 1 Total + Option Period 2 Total + Option Period 3)</b>	<b>\$</b>



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**ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS**

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

( ) Direct Deposit (Domestic and International); and

( ) Wire Transfer (International Only).



**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 CRITERION (MT)	BID PREPARATION INSTRUCTIONS	CROSS REFERENCE TO PROPOSAL
MT1	The Bidder must clearly demonstrate that the proposed facility is located within 150 kilometers driving distance of the Ottawa International Airport and within 150 kilometers driving distance of the Montreal Pierre Elliott Trudeau International Airport.  *The facility must be located in Canada.	In its bid, the Bidder must include proof of distance from the proposed facility location to both international airports using Google maps.	
MT2	The Bidder must clearly demonstrate that the proposed facility has, as a minimum, a 3-star or equivalent rating as defined by: <a href="http://www.canadaselect.com/en/how-we-rate">http://www.canadaselect.com/en/how-we-rate</a>	In its bid, the Bidder must provide documentation that the proposed facility meets the 3-star accommodation rating as defined by Canada Select. Proof may originate from Canada Select or other known agencies.	
MT3	The Bidder must clearly demonstrate that it is capable of providing all of the services and facilities identified in Annex "A" – Statement of Work (Tasks 4.1 to 4.9).	In its bid, the Bidder must provide a completed pricing schedule from ATTACHMENT 1 to PART 3, PRICING SCHEDULE.  By submitting its bid and completing ATTACHMENT 1 to PART 3, the Bidder certifies that it has read the Statement of Work and is willing and capable to provide the services and	



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		facilities to satisfy the requirements described in the Statement of Work.	
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**4.1.2 Financial Evaluation**

- A. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.
- B. For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

**4.2 Basis of Selection - Lowest Evaluated Price, Mandatory Technical Criteria**

- A. 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.
- B. Should two (2) or more responsive bids achieve an identical lowest evaluated price, the bid with the highest star rating in mandatory technical criterion MT2 will be recommended for award of a contract.



## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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

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

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

- A. 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

- A. 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

- A. 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

- A. 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" 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#>).



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- B. 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.



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## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **ARTICLES OF AGREEMENT**

#### **6.1 Security Requirements**

A. There is no security requirement applicable to the Contract.

#### **6.2 Statement of Work**

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

##### **6.2.1 Task Authorization**

A. 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.

##### **6.2.1.1 Task Authorization Process**

A. The Task Authorization Process is as follows:

- (i) The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "C";
- (ii) The 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;
- (iii) The Contractor must provide the Technical Authority, within fifteen (15) 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; and
- (iv) The Contractor must not commence work until a TA authorized by the Technical 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.

##### **6.2.1.2 Task Authorization Limit**

- A. The Technical Authority may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions.
- B. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.



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### 6.2.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

- A. In this clause:
- (i) "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
  - (ii) "Minimum Contract Value" means \$25,000.00.
- B. 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 C. 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.
- C. 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.
- D. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### 6.2.1.4 Task Authorization - Department of National Defence

- A. The administration of the Task Authorization process will be carried out by the Directorate of Military Training and Cooperation (DMTC). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

- (i) Article 01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "Her Majesty" or "the Government"

means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.



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**6.4 Term of Contract**

**6.4.1 Period of the Contract**

A. The period of the Contract is from date of Contract to 31 March 2023.

**6.4.2 Option to Extend the Contract**

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

**6.5 Authorities**

**6.5.1 Contracting Authority**

A. The Contracting Authority for the Contract is: [to be specified in the resulting Contract]

Name: [redacted]  
 Title and designation: [redacted]  
 Organization: Department of National Defence, [redacted]  
 Address: National Defence Headquarters  
 Attention: [redacted]  
 101 Colonel By Drive  
 Ottawa, Ontario  
 K1A 0K2  
 Telephone: [redacted]  
 E-mail address: [redacted]

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

**6.5.2 Technical Authority**

A. The Technical Authority for the Contract is: [to be specified in the resulting Contract]

Name: [redacted]  
 Title and designation: [redacted]  
 Organization: Department of National Defence, [redacted]



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Address: National Defence Headquarters  
Attention: [REDACTED]  
101 Colonel By Drive  
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Telephone: [REDACTED]  
E-mail address: [REDACTED]

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

### 6.5.3 Contractor's Representative

- A. The Contractor's Representative for the Contract is: [to be specified in the resulting Contract]

Name: [REDACTED]  
Title: [REDACTED]  
Telephone: [REDACTED]  
E-mail address: [REDACTED]

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

- A. 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

#### 6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

- A. 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 \$ \_\_\_\_\_ [amount to be specified in the resulting contract]. Customs duties are included and Applicable Taxes are extra.
- B. 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.
- C. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (i) when it is 75 percent committed; or
  - (ii) four (4) months before the contract expiry date; or



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(iii) 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.

D. 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 Method of Payment for Task Authorizations with a Maximum Price**

- A. For each Task Authorization validly issued under the Contract that contains a maximum price:
- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice; and
  - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

### **6.7.4 Electronic Payment of Invoices - Contract**

- A. The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
- (i) Direct Deposit (Domestic and International); and
  - (ii) Wire Transfer (International Only).

### **6.7.5 Discretionary Audit**

- A. *SACC Manual* clause [C0705C](#) (2010-01-11) Discretionary Audit

### **6.8 Invoicing Instructions**

- A. 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.
- B. Invoices must be distributed as follows:
- (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



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## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

- A. 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

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

## 6.11 Priority of Documents

- A. 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:
- (i) The Articles of Agreement;
  - (ii) The General Conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity);
  - (iii) Annex "A", Statement of Work;
  - (iv) Annex "B", Basis of Payment;
  - (v) Annex "C", DND 626 Task Authorization Form; and
  - (vi) the Contractor's bid dated \_\_\_\_\_ **to be specified in the resulting Contract**

## 6.12 Foreign Nationals (Canadian Contractor)

- A. The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**Note to Bidders:** *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

## 6.12 Foreign Nationals (Foreign Contractor)

- A. The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire



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a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **6.13 Insurance**

- A. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **6.14 Dispute Resolution**

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

**ANNEX “A” – STATEMENT OF WORK****1. OBJECTIVE**

- 1.1 The purpose of the requirement is to obtain accommodations, meals, shuttle transport, IT/multimedia services, and training/meeting space for four (4) to (6) six Military Training and Cooperation Programme (MTCP) sponsored courses each fiscal year (FY). The training is for international military students sponsored by the Directorate of Military Training and Cooperation (DMTC).

**2. SCOPE**

- 2.1 This training is estimated to involve four (4) to six (6) courses each fiscal year (FY). Each course will vary between one (1) to four (4) weeks in duration with participation from twenty (20) to sixty (60) international military students and up to ten (10) DMTC staff per course. DMTC will provide the Contractor a summary of the draft plan by the 15th of January each year for the next FY that will indicate the proposed dates for the training and estimated number of students.
- 2.2 Courses will be confirmed at least three (3) months in advance of the planned course commitment. Courses planned on shorter notice will be booked based on the training site space availability. All of the students will come from various countries around the world and will be met by the Contractor at the Ottawa or Montreal International Airports upon arrival, transported to the training site, and returned to the airport for their travel home at the end of the course. All the courses will require accommodations, meals, training/meeting facilities, shuttle transportation, and IT/multimedia services. DMTC will require a small office on site for the DMTC Point of Contact who will represent DMTC at the courses.
- 2.3 The Contractor will be provided with student numbers based on invitations sent out to nations and the planned dates for arrival and departure two (2) to three (3) months in advance of the course. These figures will be amended as returns are received with the finalized amount being provided no later than two (2) weeks in advance of the course start date. There may be some minor individual changes due to late returns up to a week before the start of the course and may include minor individual cancellations. The Contractor will be provided the names, country of origin, dietary/food restrictions, flight details and date of arrival and departure for all participants at least two weeks before the commencement of the course. However, some information may not be available until one (1) week before the course start date.

**3. CONSTRAINTS****3.1 Accommodation and Meal Requirements**

- 3.1.1 It is estimated that there will be four (4) to six (6) courses each year of various length and numbers of participants. DMTC will provide the draft training calendar for the next FY by the 15th of January each year. The information will include the planned course dates, the proposed number of students, earliest date of arrival and expected date of departure to allow initial planning by the Contractor. DMTC will confirm the information two to three months or more before the proposed course start date, once the invitation has been sent to nations. DMTC will also identify the requirements for the main training room and any syndicate rooms. The requirements for transport and IT support will be addressed closer to the various course start dates.
- 3.1.2 Meal requirements will be based on student arrival and departure dates and times. There will be some minor reductions in meal numbers on some weekends and possibly during one (1) or two



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(2) days during the course (usually on a weekend) when the students go on Canadian cultural tours. In this case, box lunches may be required.

- 3.1.3 The accommodations, feeding and classrooms must all be in the same building to ensure that there is no requirement to go outside during inclement weather. The facility must have a barrier-free path of travel and accessible to persons with a mobility aid.

#### **4. TASKS AND DELIVERABLES**

##### **4.1 Location**

- 4.1.1 The location of the facility must be in Canada and located no more than 150 kilometers driving distance of the Ottawa International Airport and no more than 150 kilometers driving distance of the Montreal Pierre Elliott Trudeau International Airport.

##### **4.2 Accommodations**

- 4.2.1 Each room must include the following as a minimum:

- Direct 24/7 point of contact at accommodations front desk;
- One (1) person per room accommodations;
- Minimum of one (1) double size bed or larger;
- Private bathroom per room;
- Provided toiletries/amenities (e.g., towels, shampoo/conditioner, soap, hairdryer, etc.);
- Individual climate control per room;
- Be smoke free;
- Personal storage space (e.g., closet, wardrobe and/or bureau/dresser);
- Work/desk study space;
- Minimum of one (1) weekly linen exchange;
- One (1) daily cleaning visit with minimum of bathroom and garbage service;
- Cable television;
- Functioning alarm clock;
- Local telephone service (international calls locked out);
- Iron/ironing board;
- Internet (Wi-Fi) access at no additional charge;
- Guaranteed check-in time 4:00 p.m.; and
- Guaranteed check-out time 11:00 a.m.

##### **4.3 Meal Plan and Food Services**

- 4.3.1 Meal timings are subject to change based on the course schedule. For example, the time for lunch will like only be one (1) hour. The breakfast timing on weekends may be a little later to allow participants to sleep in a little later.

- 4.3.2 Meal plans and food services must include the following, as a minimum:

- The Contractor must provide a point of contact (POC) for food services coordination;
- Dining facilities must be served, seat, and accommodate up to a peak of 70 people simultaneously in one-seating;
- The Contractor must provide breakfast, lunch, and dinner per person, per day;



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- The Contractor must provide a pre-planned rotating meal pattern that satisfies Canada Food Guide standards: <https://www.canada.ca/en/health-canada/services/canada-food-guides.html>;
- Breakfast buffet to be provided (6:45 am to 8:00 am) seven (7) days a week from the date the first student arrives until the date that the last student departs for each course;
- Lunch buffet to be provided (11:15 am to 1:15 pm) seven (7) days a week from the date the first student arrives until the date that the last student departs for each course;
- Dinner buffet to be provided (5:30 pm to 7:30 pm) seven (7) days a week from the date the first student arrives until the date that the last student departs for each course;
- Refreshments including coffee/tea with milk/sugar offered each training day mid-morning and once in the afternoon as per the individual course training schedule in close proximity to training classrooms;
- Pitchers of water offered continuously from 8:00 am to 4:00 pm in close proximity to training classrooms on instructional days;
- The Contractor must accommodate requests for additional/substitute food and beverage requests (e.g., BBQ, etc.); and
- The Contractor must accommodate requests and provide for special dietary requirements (e.g., vegetarian, gluten free, kosher, halal, etc.).

#### 4.4 Training Facilities

##### 4.4.1 Training Facilities must include the following, at a minimum:

- Provide a direct point of contact (POC) to the DMTC POC for the duration of training regarding all matters related to training space, accommodations, security, IT requirements, transportation, and rations;
- Provide a room and equipment in support of a training command centre for up to 10 persons. This includes individual workspaces, internet drops, three flipcharts/markers, and a minimum of two (2) offices with closable doors, one (1) black and white photocopier with scanner capabilities, one (1) black and white connected printer with black toner, and one (1) industrial shredder, and paper as required;
- Provide as required for each course: one (1) main plenary room with a capacity to accommodate seventy (70) persons. Must include podium, microphone, PA system, dual (2) LCD projector/overhead multimedia projectors, two laptops, flipcharts/whiteboard/markers, Internet access and two (2) screens (standard audio video equipment);
- Provide as required: three (3) to eight (8) syndicate breakout rooms with work desks or tables, chairs for up to fifteen (15) persons per room. Must include podium, LCD projector/overhead multimedia projector, two (2) laptops, flipcharts/whiteboard/markers, Internet access and screens (standard audio video equipment), and one (1) black and white connected printer for each classroom;
- Provide a minimum of two (2) instructor preparation rooms for up to ten (10) staff with individual workspaces, a collaborative centralized meeting space, and a minimum of four (4) internet drops and one (1) black and white connected printer for each preparation room;
- Provide a Video Teleconferencing (VTC) enabled conference room for up to twenty (20) persons accessible and available up to four (4) weeks during the instructional training period and as and when requested; and
- Provide up to five (5) lockable filing cabinets.



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#### 4.5 Support Facilities

4.5.1 Support Facilities must include the following as a minimum:

- Lounge Space: Area available for students to conduct collaborative planning outside of classroom with Wi-Fi accessibility at no additional cost;
- Fitness Centre: Access to on-site facility offering gymnasium and weight room facilities both before (weekday 5:00 a.m. to 8:00 a.m.) and after scheduled training (weekday 5:00 p.m. to 8:00 p.m.), as well as on weekends (9:00 a.m. to 6:00 p.m.) at no additional cost.
- Laundry Facilities: Common self-serve (user-pay) laundry facilities on-site and accessible 24/7;
- Internet Services: Available public internet stations at no additional cost; and
- Business Services: Fax and printing services, print shop services, and postal services (user pay).

#### 4.6 Information Technology/Multimedia Service and Support

4.6.1 There may be differing IT requirements for each course. However, the minimum IT and Multimedia services and support must include the following (as required):

- Provide high speed Internet bandwidth with a minimum 100 Mbps feed capacity;
- Provide high speed internet connectivity to all accommodations and training facilities;
- Provide Video Teleconferencing (VTC) capability;
- Provide the following IT Multimedia copy/printer/scanning/shredding equipment as required for each course:
  - Provide access to one (1) printer with colour capacity, toner, and paper for printing of participant certificates;
  - Provide one (1) photocopier (black and white) with scanner capability inclusive of toner replacement;
  - Provide one (1) connected printer (black and white) inclusive of toner replacement;
  - Provide one (1) connected printer to each of the lecture-style classrooms inclusive of toner replacement;
  - Provide one (1) connected printer to each instructor preparation room inclusive of toner replacement;
  - Provide one (1) industrial heavy-duty shredder to the command centre for shredding unclassified material that includes course and personal information not for dissemination;
  - Provide Internet cables to each work space/station in each student classroom, instructor preparation room, and training command centre headquarters; and



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- On-site audio/visual technician support during all scheduled training days 7:00 a.m. to 6:00 p.m.

#### 4.7 Security

4.7.1 The Contractor's facility must provide 24/7 on-site "commissionaire-type" security, internal and external camera monitoring, controlled entrance to the building through a main entrance, ability to lock class rooms, and key/key card entry for the accommodation rooms.

#### 4.8 Parking

4.8.1 The Contractor's facility must provide on-site parking for up to 25 vehicles at no additional cost.

#### 4.9. Transportation Services

4.9.1 Transportation Services must include the following as a minimum:

- Plan, coordinate, and provide pick-up and delivery transportation shuttle services to and from the Ottawa or Montreal International Airports ranging between 5 and 60 persons on specific dates and times; and
- Provide a Transportation Planner to work with command centre operations to plan, source, arrange, and fulfill all transportation requirements as required for each course.



**ANNEX “B” – BASIS OF PAYMENT**

**1.0 INITIAL PERIOD OF THE CONTRACT: FROM DATE OF CONTRACT AWARD TO TWO YEARS LATER [date to be specified in the resulting Contract]**

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

**1.1 Services**

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Number	Description	All Inclusive Firm Daily Price Per Person
<b>Accommodation, Meals, Training Facility, Multimedia Service and Support</b>		
<b>1A</b>	All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW: <ul style="list-style-type: none"> <li>- 4.2 Accommodations;</li> <li>- 4.3 Meal Plan and Food Services;</li> <li>- 4.4 Training Facilities;</li> <li>- 4.5 Support Facilities;</li> <li>- 4.7 Security; and</li> <li>- 4.8 Parking</li> </ul>	\$
<b>1B</b>	All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW: <ul style="list-style-type: none"> <li>- 4.6 Information Technology/Multimedia Service and Support for 20 to 60 students</li> </ul>	\$

Number	Description	All Inclusive Firm One-Way Price Per Person
<b>Transportation Services</b>		
<b>1C</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Montreal Pierre Elliott Trudeau International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex “A” – SOW: <ul style="list-style-type: none"> <li>- 4.9 Transportation Services</li> </ul>	\$
<b>1D</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Ottawa International Airport.	\$



	<p>The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).</p> <p>All-inclusive rate to include the all of following item listed in Annex “A” – SOW:  - 4.9 Transportation Services</p>	
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**2.0 OPTION TO EXTEND THE TERM OF THE CONTRACT**

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**2.1 OPTION PERIOD 1: FROM THE END OF THE INITIAL PERIOD OF THE CONTRACT TO ONE YEAR LATER [date to be specified in the resulting Contract]**

**2.1.1 Services**

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Number	Description	All Inclusive Firm Daily Price Per Person
<b>Accommodation, Meals, Training Facility, Multimedia Service and Support</b>		
<b>2A</b>	All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW: - 4.2 Accommodations; - 4.3 Meal Plan and Food Services; - 4.4 Training Facilities; - 4.5 Support Facilities; - 4.7 Security; and - 4.8 Parking	\$
<b>2B</b>	All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW: - 4.6 Information Technology/Multimedia Service and Support for 20 to 60 students	\$

Number	Description	All Inclusive Firm One-Way Price Per Person
<b>Transportation Services</b>		
<b>2C</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Montreal Pierre Elliott Trudeau International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).	\$



	All-inclusive rate to include the all of following item listed in Annex “A” – SOW: - 4.9 Transportation Services	
<b>2D</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Ottawa International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex “A” – SOW: - 4.9 Transportation Services	\$

**2.2 OPTION PERIOD 2: FROM THE END OF OPTION PERIOD 1 TO ONE YEAR LATER [date to be specified in the resulting Contract]**

**2.2.1 Services**

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Number	Description	All Inclusive Firm Daily Price Per Person
<b>Accommodation, Meals, Training Facility, Multimedia Service and Support</b>		
<b>3A</b>	All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW: - 4.2 Accommodations; - 4.3 Meal Plan and Food Services; - 4.4 Training Facilities; - 4.5 Support Facilities; - 4.7 Security; and - 4.8 Parking	\$
<b>3B</b>	All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW: - 4.6 Information Technology/Multimedia Service and Support for 20 to 60 students	\$

Number	Description	All Inclusive Firm One-Way Price Per Person
<b>Transportation Services</b>		
<b>3C</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Montreal Pierre Elliott Trudeau International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).	\$



	All-inclusive rate to include the all of following item listed in Annex “A” – SOW: - 4.9 Transportation Services	
<b>3D</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Ottawa International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex “A” – SOW: - 4.9 Transportation Services	\$

**2.3 OPTION PERIOD 3: FROM THE END OF OPTION PERIOD 2 TO ONE YEAR LATER [date to be specified in the resulting Contract]**

**2.3.1 Services**

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Number	Description	All Inclusive Firm Daily Price Per Person
<b>Accommodation, Meals, Training Facility, Multimedia Service and Support</b>		
<b>4A</b>	All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW: - 4.2 Accommodations; - 4.3 Meal Plan and Food Services; - 4.4 Training Facilities; - 4.5 Support Facilities; - 4.7 Security; and - 4.8 Parking	\$
<b>4B</b>	All-inclusive rate (per person) to include the all of following items listed in Annex “A” – SOW: - 4.6 Information Technology/Multimedia Service and Support for 20 to 60 students	\$

Number	Description	All Inclusive Firm One-Way Price Per Person
<b>Transportation Services</b>		
<b>4C</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Montreal Pierre Elliott Trudeau International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).	\$



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	All-inclusive rate to include the all of following item listed in Annex "A" – SOW: - 4.9 Transportation Services	
<b>4D</b>	All-inclusive rate (per person) to include shuttle transport between the training facility and the Ottawa International Airport.  The price is to be based on a one-way ride; pick-up (airport to training facility) or departure (training facility to the airport).  All-inclusive rate to include the all of following item listed in Annex "A" – SOW: - 4.9 Transportation Services	\$



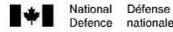
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### ANNEX "C" – DND 626, TASK AUTHORIZATION FORM



#### TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à	<p>Date _____</p> <p>_____ for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
		<b>GST/HST TPS/TVH</b>
		<b>Total</b>
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

DND 626 (01-05)

Design: Forms Management 993-4050  
Conception: Gestion des formulaires 993-4052



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**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expédiez à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Nota :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.