



**REQUEST FOR PROPOSAL /
 DEMANDE DE PROPOSITION**

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

Cameron Ryan-Simpson, 7-4-4
 via Email:
 cameron.ryan-simpson@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 indiqué(s).

Title / Titre: W8484-220116 - OP NEON Rental Vehicles	Solicitation No / No de l'invitation: W8484-220116
Date of Solicitation / Date de l'invitation: 26 August 2021	
Address Enquiries to – Adresser toutes questions à: Cameron Ryan-Simpson 101 Colonel By Drive D Major Proc 7 Ottawa, Ontario K1A 0K2	
Telephone No. / N° de téléphone: N/A	FAX No / No de fax: cameron.ryan-simpson@forces.gc.ca
Destination: Kadena Japan 0 0	

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

Solicitation Closes / L'invitation prend fin: At / à : 2:00pm EST On / le : 7 September 2021

Delivery required / Livraison exigée: October 05 2021 to December 03 2021 (See various Groups)	Delivery offered / Livraison proposée:
Vendor Name and Address / Raison sociale et adresse du fournisseur:	
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):	
Name / Nom: _____	Title / Titre: _____
Signature: _____	Date: _____



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 ENQUIRIES - BID SOLICITATION.....	3
2.4 APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS.....	4
3.1 BID PREPARATION INSTRUCTIONS	4
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	5
4.1 EVALUATION PROCEDURES.....	5
4.2 BASIS OF SELECTION.....	5
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	6
5.1 CERTIFICATIONS REQUIRED WITH THE BID	6
PART 6 - RESULTING CONTRACT CLAUSES	6
6.1 SECURITY REQUIREMENTS	7
6.2 STATEMENT OF WORK.....	7
6.3 STANDARD CLAUSES AND CONDITIONS.....	7
6.4 TERM OF CONTRACT	7
6.5 AUTHORITIES	7
6.6 PAYMENT	8
6.7 INVOICING INSTRUCTIONS	9
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	9
6.9 INSURANCE	9
6.10 APPLICABLE LAWS.....	9
6.11 PRIORITY OF DOCUMENTS	9
ANNEX A - STATEMENT OF WORK	ERROR! BOOKMARK NOT DEFINED.
ANNEX B – BASIS OF PAYMENT.....	15
ANNEX C – MANDATORY TECHNICAL CRITERIA.....	16
ANNEX D TO PART 3 OF THE BID SOLICITATION	18

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

This requirement is Unclassified and there is no security associated with this requirement.

1.2 Statement of Work

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

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, with the following modifications:

Section 02, Procurement Business Number is deleted in its entirety.

Section 05, Submission of Bids – Subsection 3 is deleted.

Section 20, Further Information – Subsection 2 is deleted.

2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation document.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 2 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.

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid 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
Section IV: Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (_____ hard copies)

Section II: Financial Bid (_____ hard copies)

Section III: Certifications (_____ hard copies)

Section IV: Additional Information (_____ hard copies)

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

Section III: Certifications

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

Section IV: Additional Information

Canada requests that Bidders provide information for the contact person responsible for:

General enquiries

Name: _____

Title: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____

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

SACC A0031T - 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.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in USD.

The entire financial bid will be evaluated.

Annex B is recommended to use to provide the pricing. Bidders should complete Annex B.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16) Basis of Selection – 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 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.

5.1.2 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.

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 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 05 October 2021 to 3 December 2021.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Department of National Defence

Directorate: _____

Address: _____

Telephone: ____ _

Facsimile: ____ _

E-mail address: _____

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

The Technical Authority for the Contract is:

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

The Technical Authority named above 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

To be inserted at Contract Award

The Contractor has identified the following individual as its representative for administrative matters relating to the Contract.

Contractor Representative's Contact Information.

Name: _____
 Title: _____
 Telephone: ____-____-____
 Facsimile: ____-____-____
 E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

SACC Manual clause [C6000C](#) 2017-08-17

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in "Annex B" for a cost of _____\$ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

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

6.6.2 Multiple Payments

SACC Manual Clause H1001C 2008-05-12 Multiple Payments

6.6.3 Electronic Payment of Invoices – Contract

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

- a. Wire Transfer (International Only)

6.7 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 must be emailed to the Contracting Authority at the email address shown on page 1 of the Contract for certification and payment.

6.8 Certifications and Additional Information

6.8.1 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.

6.9 Insurance

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.

6.10 Applicable Laws

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

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](#) 2020-05-28, General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) The Contractor's bid dated _____

ANNEX A - STATEMENT OF REQUIREMENT

Statement of Requirement

Car Rentals in Okinawa, Japan – 05 October to 03 December 2021

1.0 BACKGROUND

1.1 The Department of National Defence (DND) will be operating in Okinawa, Japan between the dates of 05 October to 3 December 2021. Fifty (50) personnel will need car rentals for a period of up to fifty-nine (59) days (see various rental groups).

2.0 OBJECTIVE

2.1 The Canadian Armed Forces (CAF) has a requirement for rental vehicles, without drivers, while conducting flying operations in Okinawa, Japan during the period of 05 October to 3 December 2021.

3.0 TASKS/REQUIREMENTS

3.1 Provide rental vehicle of the following types of vehicle:

- a. 11 x sedans, 1 x passenger van, and 2 x truck with hitch for towing. Vehicles are to have four (4) doors and be capable of having a carrying capacity of five (5) people and their luggage (minimum two 20kg pieces of luggage per person);

3.2 The above tasks (as applicable) must be provided in accordance with the technical requirements detailed herein; requirements that **MUST** be met for each vehicle include:

- a. Be in good condition, cleaned, mechanically checked, serviced and highway inspected prior to delivery.
- b. Be no more than four years old and have no more than 75,000 kilometres.
- c. Have air conditioning, in good serviceable working order.
- d. Have power steering system.
- e. Have an automatic transmission.
- f. Have all tires in new or near new condition, with at least seventy five percent (75%) or greater tread life remaining.
- g. Have a spare tire on a rim (compatible with the vehicle) in new or near new condition (with at least seventy five percent (75%) or greater tread life remaining) along with manufacturers' original tools necessary to change a flat tire.
- h. GPS rental must be included and GPS units' software must be updated to be current (ie within the last twelve months).

3.3 Specifications detailed above are the minimum requirements. The Contractor may provide alternatives that exceed these requirements.

3.4 Insurance requirements that must be provided for each vehicle include:

- a. Insurance that is defined as covering Collision Damage Waiver (CDW) shall be provided at a flat rate, and shown separately at Annex B. Other insurances, such as personal accident, bodily Injury, property damages, theft, and liability will be the responsibility of the individual members. Incidents as a result of driver intoxication or removal of items within the vehicle that are not as a result of theft will be the sole responsibility of the member.
- b. The Public Liability and Property Damage (PL/PD) insurance minimum coverage of one million dollars (\$1,000,000.00).

3.5 Delivery and return location:

Group	Req	Pick up Info	Drop Off Info
Advance Party	1 x mid-size sedans 1 x truck with hitch for towing	05 Oct 21 – Kadena Air Base/Naha Airport depending on point of entry.	3 Dec 21 – Kadena Air Base/Naha Airport depending on point of departure.
Airlift	5 x mid-size sedans, 1 x truck with hitch for towing	10 Oct 21 – Kadena Air Base	3 Dec 21 – Kadena Air Base
CP 140	5 x mid-size sedans, 1 x passenger van	10 Oct 21 – Kadena Air Base	2 Dec 21 – Kadena Air Base

3.6 Delivery and inspection of the vehicles process must be completed in accordance with the following:

- a. Upon delivery of the vehicle being provided, any damages or problems must be annotated on the Vehicle Inspection Sheet. Any vehicle that is not in a good state will not be accepted by the CAF Point of Contact.
- b. The CAF Point of Contact reserves the right to amend the Vehicle Inspection Sheet for any latent problems, defects or concealed damage within the first ten (10) days of delivery. Any amendments made to the Vehicle Inspection Sheet will be provided to the Contractor within 24 hours.
- c. The Contractor agrees to repair or replace without delay any vehicles found with any latent problems, defects or concealed damage if so requested by the CAF Point of Contact. No extra charges shall be incurred by the CAF during the replacement or repair of the vehicle, as it is the sole responsibility of the Contractor to deliver vehicles in satisfactory condition.
- d. The CAF Point of Contact and the Contractor shall sign duplicate copies of the Vehicle Inspection Sheet which shall be retained for use upon return of the vehicles at the termination or completion of the contract.

3.7 Acceptance of the vehicles process must be completed in accordance with the following:

- a. At time of vehicle delivery, in the event a vehicle is defective or otherwise not in conformity with the requirements of this SOR, the CAF Point of Contact shall have the right either to reject the vehicle or have the vehicle replaced within 24hrs.

-
- b. Acceptance or rejection of the vehicle shall be made as promptly as practicable.

3.8 Return of the vehicle process must be completed in accordance with the following:

- a. The CAF Point of Contact and the Contractor shall note any damage or problems with the vehicles that do not correspond to the original Vehicle Delivery Inspection Sheet.
- b. The CAF shall only consider damage or problems with the vehicles that do not correspond to the original Vehicle Delivery Inspection Sheet for compensation.
- c. The Contractor must provide a written estimate for any vehicle repairs as a result of neglect by CAF use within 12 hours of the return of the damaged vehicle.

3.9 Loss, damages and repairs of the vehicles must be addressed in accordance with the following:

- a. The CAF is NOT responsible for losses or damages due to normal wear and tear. The CAF will not be liable for the cost of repairs to rental vehicle failure or break down due to fair wear and tear. Some examples of normal wear and tear are:
 - i. Flat tires incurred during operations on paved or gravel roads;
 - ii. Metal fatigue (i.e. breaks at weld, broken springs, hinges, etc);
 - iii. Replacement of headlights, wiper blades, etc; and
 - iv. Repairs for minor damages resulting from non-negligence (e.g. chip in window, tiny dents in doors and general body area) shall not be authorized.
- b. It is expressly agreed and understood that the CAF is ONLY responsible for losses, damages and repairs to the vehicles supplied under the Contract during the rental period that are caused by or contributed to by negligence or carelessness of the employees, officers or agents of Canada that are not covered by comprehensive insurance.
- c. For losses, damages and repairs that are the responsibility of the CAF and not covered by comprehensive insurance, the CAF has the right to obtain its own estimates through a third party on the identified repairs, in order to validate the Contractor's estimates. Once the value of the repairs had been established, the CAF will enter into a separate contract whereby the Contractor will invoice the CAF for the repairs in accordance with the new contract for the repairs.

3.10 Repair and Maintenance must be completed in accordance with the following:

- a. Maintaining vehicle from normal wear and tear.
- b. Picking up the vehicle within 12 hours and delivers the vehicle within the following 12 hours. In the case that the vehicle cannot be repaired within the time lines, the Contractor shall provide another vehicle as a replacement. The vehicle must be of the same size and category of the original vehicle or better. Should the replacement vehicle require repairs, the Contractor must provide a new vehicle within 24 hours and will not bill Canada for the time required to provide the replacement vehicle until it has been delivered and inspected by the CAF Point of Contact.

3.11 Requirement for facilitating the processing of traffic tickets will be as follows:

- a. All CAF personnel must pay, within the specified timeline, all parking fines or traffic tickets during the rental period.
- b. In the event that fines have not been paid, the Contractor will invoice the CAF Point of Contact for traffic tickets received as a result of offenses caused by the CAF or its personnel while operating the rental vehicle (eg. speeding tickets, parking tickets). An agreement administrative fee shall be applied.

4.1 CONSTRAINTS

- 4.1.1 The Contractor will be given forty-eight (48) hours' notice of when services requested may need to be cancelled.
- 4.1.2 Vehicles must be able to be driven by multiple drivers.
- 4.1.3 Under normal circumstances, all paperwork must be completed by the Contractor in advance of the CAF personnel arriving to expedite the vehicle pick up process as quickly as possible.
- 4.1.4 CAF will permit personnel between 21 and 24 years old, to drive rental vehicles as long as they are driving on authorized Canadian government/Canadian military business. A surcharge will be allowed as shown in Annex B - Basis of Payment.

5.0 RESONSIBILITIES

5.1 Contractor Responsibilities

- a. Contractor must provide vehicles that have a minimum of a one quarter ($\frac{1}{4}$) tank of fuel upon issuance and agree to accept the vehicle to be returned with the same quantity of fuel that it was issued with.
- b. Contractor must provide a local point of contact and provide a contact number for a Contractor representative to respond to CAF queries on a twenty four (24) hours, seven (7) days a (24/7) week basis. Local is defined as being resident in the vicinity of Okinawa to where the vehicle(s) are being rented. This point of contact must have the authority to liaise with the CAF Point of Contact on site and ensure any issues can be resolved promptly. The local point of contact is required to be able to speak English.
- c. The Contractor must ensure that all documentation, including insurance, to allow more than one driver per vehicle is prepared and provided at no extra cost to the CAF. This documentation will be provided to the CAF Point of Contact at vehicle pick up.

5.2 CAF Responsibilities

- a. The CAF will provide fuel for the vehicles while in their use.
- b. The CAF will ensure that each vehicle will be returned with the same quantity and type of fuel (diesel or gasoline) it was issued with.
- c. The CAF will contact police to file and obtain a police report for any loss, damages and repairs to the vehicle. The police report will determine liability for damages for the purposes of insurance.

6.0 DELIVERABLES

6.1 The Contractor must provide the following deliverables in accordance with this statement of requirement on an as-and-when requested basis.

a. Rentals of the following types of vehicle:

- i. 11 x Full-size sedan
- ii. 1 x Passenger Van
- iii. 2 x Truck w Hitch

b. Assist the processing of traffic violations by ensuring the CAF Point of Contact is provided the information as quickly as possible. Ensure all information relevant to the rental vehicle involved in the violation is provided (ie vehicle type, tag number, pick up and drop off dates).

7.0 MECHANICAL BREAKDOWN

7.1 In the event that a rental vehicle mechanically breaks down, it must be replaced promptly with a similar vehicle. If it cannot be replaced promptly with a similar vehicle, the Contractor will upgrade, at the same rate as the broken rental vehicle, to the next available category; or provide a similar vehicle from another rental agency at the same rate as that of the broken rental vehicle.

ANNEX B – Basis of Payment

The Bidder must provide Rental Vehicles in accordance with Annex A – Statement of Work.

Basis of payment will be firm fixed rate for the duration of the contract.

- Applicable taxes are extra.
- All Prices are in USD.

Rental Cars

Name of Company: _____

Vehicle Required	Dates required	(A) Number of Vehicles Required	(B) Price	(C) Total Cost of Rentals(A * B = C)	(D) Insurance Cost	(E) Total Cost (C + D = E)
1 x mid-size sedans	05 October 2021 to December 03 2021	1				
1 x truck with hitch for towing	05 October 2021 to December 03 2021	1				
5 x mid-size sedans	10 October 2021 to 03 December 2021	5				
1 x truck with hitch for towing	10 October 2021 to 03 December 2021	1				
5 x mid-size sedans	10 October 2021 to 02 December 2021	5				
1 x passenger van	10 October 2021 to 02 December 2021	1				

Surcharges	Price
Driver Under 25	
Parking/Traffic Ticker	

TOTAL COST RENTAL CARS: _____

Taxes / Fees (if applicable): _____

TOTAL COST: _____

Annex C – 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.

Name of Hotel: _____

	Mandatory Technical Criteria	Met Y/N
1	11 x sedans, 1 x passenger van, and 2 x truck with hitch for towing. Vehicles are to have four (4) doors and be capable of having a carrying capacity of five (5) people and their luggage (minimum two 20kg pieces of luggage per person);	
2	Be in good condition, cleaned, mechanically checked, serviced and highway inspected prior to delivery.	
3	Be no more than four years old and have no more than 75,000 kilometers.	
4	Have air conditioning, in good serviceable working order.	
5	Have power steering system.	
6	Have an automatic transmission.	
7	Have all tires in new or near new condition, with at least seventy five percent (75%) or greater tread life remaining.	
8	Have a spare tire on a rim (compatible with the vehicle) in new or near new condition (with at least seventy five percent (75%) or greater tread life remaining) along with manufacturers' original tools necessary to change a flat tire.	
9	GPS rental must be provided and GPS units' software must be updated to be current (ie within the last twelve months).	
10	Insurance that is defined as covering Collision Damage Waiver (CDW) shall be provided at a flat rate, and shown separately at Annex B. Other insurances, such as personal accident, bodily Injury, property damages, theft, and liability will be the responsibility of the individual members. Incidents as a result of driver intoxication or removal of items within the vehicle that are not as a result of theft will be the sole responsibility of the member.	
11	The Public Liability and Property Damage (PL/PD) insurance minimum coverage of one million dollars (\$1,000,000.00).	

Solicitation No. - N° de l'invitation

W8484-220116B

Client Ref. No. - N° de réf. du client

W8484-220116B

Amd. No. - N° de la modif.

File No. - N° du dossier

W8484-220116B

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

Wire Transfer (International Only)