



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

**Bid Receiving - PWGSC / Réception des  
soumissions – TPSGC**  
Please send your bid via epost or  
fax  
Gatineau  
Québec  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> UPGRADE OF AIR DATA COMPUTER MISE À NIVEAU DE L'ORDINATEUR DE DONNÉES AÉRIENNES	
<b>Solicitation No. - N° de l'invitation</b> T8493-210014/A	<b>Date</b> 2021-09-03
<b>Client Reference No. - N° de référence du client</b> T8493-210014	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAG-016-28328	
<b>File No. - N° de dossier</b> 016cag.T8493-210014	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-10-04</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Morones, Oliver	<b>Buyer Id - Id de l'acheteur</b> 016cag
<b>Telephone No. - N° de téléphone</b> (873) 455-5233 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF TRANSPORT 200 COMET PRIVATE AIRCRAFT SERVICES DIRECTORATE OTTAWA Ontario K1V9B2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Civilian Aircraft Division/Division des Avions Civils  
Portage III 7C2 - 50  
11 Laurier St./11 rue Laurier  
Gatineau  
Québec  
K1A 0S5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement applicable to this solicitation.

### **1.2 Statement of Requirement**

The Contractor must provide the item in accordance with Annex A – Statement of Requirement.

### **1.3 Comprehensive Land Claims Agreement(s)**

The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

### **1.4 epost Connect service**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Bids**

#### **SPECIAL INSTRUCTIONS DUE TO COVID-19 – Electronic Bids Only**

Electronic bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time indicated in the bid solicitation as per the 2003 standard instructions - section [08 Transmission by facsimile or by epost Connect](#).

→ eFax (normal fax machines from the supplier, but received electronically by Bid Receiving Unit) – Fax number is stipulated on the front page of the Bid Solicitation;

→ epost Connect online service.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### **2.3 Enquiries - Bid Solicitation**

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

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.

## 2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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

### **3.1 Bid Preparation Instructions**

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

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

Section I: Financial Bid  
Section II: Certifications

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

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

#### **Section I: Financial Bid**

Bidders must submit their financial bid in accordance with Annex A - Basis of Payment. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

#### **Section II: Certifications**

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C - Electronic Payment Instruments, to identify which ones are accepted.

If Annex C - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

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.

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

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation.

#### **4.1.1 Mandatory Criteria**

Comply with Terms and Conditions stipulated in this bid solicitation.

#### **4.1.2 Financial Evaluation**

Bidders must submit their financial bid using Annex B – Basis of Payment. Bidders must submit a firm price, Delivery Duty Paid (DDP) including all delivery charges, Canadian customs duties and excise taxes. The applicable Taxes are extra.

Bids will be evaluated in Canadian dollars. Bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor to the bids submitted in foreign currency.

### **4.2 Basis of Selection**

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

Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

## **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.

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

### 5.2.3 Price Certification

In the event that only one responsive bid is received, Canada reserve the right to request one of the following Price Certifications:

- C0001T - Price Certification - Foreign Suppliers
- C0002T - Price Certification - Canadian-based Suppliers (other than agency and resale outlets)
- C0003T - Price Certification - Canadian Suppliers
- C0004T - Price Certification - Canadian Agency and Resale Outlets

## **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**

There is no security requirement applicable to the Contract.

### **6.2 Statement of Requirement**

The Contractor must provide the item in accordance with the Requirement stipulated in Annex A – Statement of Requirement.

### **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**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of contract**

[To be determined at contract award](#)

The period of the Contract is from date of Contract award to \_\_\_\_\_ inclusive.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Oliver Morones, Supply Officer | Civilian Aircraft Division - CAG  
Public Services and Procurement Canada  
Land and Aerospace Equipment Procurement and Support Sector  
E-mail address: [oliver.morones@tpsgc-pwgsc.gc.ca](mailto:oliver.morones@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

Transport Canada, Air Services Directorate

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

Company	
Address	
Telephone	
E-mail address	

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, Delivery Duty Paid (DDP) as specified in Contract-Annex B – Basis of Payment including all delivery charges, Canadian customs duties and excise taxes. The 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 Single payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **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.

Each invoice must be supported by the Packing Slip, Certificate of Conformance, a copy of the release document and any other documents as specified in the Contract.

2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the consignee for certification and payment.
  - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6.8 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 Applicable Laws**

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

## 6.10 Priority of Documents

If there is a discrepancy between the wordings 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 [2010A](#) (2020-05-28) Goods (Medium Complexity);
- c) Contract - Annex A - Statement of Requirement;
- d) Contract - Annex B – Basis of Payment; and
- e) the Contractor's bid dated \_\_\_\_\_ .

## 6.11 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 REQUIREMENT

### 1.0 Scope

Transport Canada (TC), Air Services Directorate (ASD) has a requirement for;

Upgrade of two Honeywell ADC's P/N 7000700-975 to 7000700-976 iaw Honeywell SB 3435-104, S/N's 88112982 & 86021424.

### 2.0 Reference Documents

- Airworthiness Release Documentation:
  - FAA 8130-3 (<http://www.faa.gov/documentLibrary/media/Form/8130-3.pdf>)
  - TC Form One (<http://www.tc.gc.ca/media/documents/ca-standards/maintenance-release-en.pdf>)
  - Canadian Aviation Regulations (CARs) 2019-1, Airworthiness Manual Chapter 561 (<https://tc.canada.ca/en/corporate-services/acts-regulations/list-regulations/canadian-aviation-regulations-sor-96-433/standards/airworthiness-manual-chapter-561-approved-manufacturers>)

### 3.0 Requirements

- 3.1 The Contractor must incorporate Honeywell SB 3435-104 The Contractor must inspect, repair / overhaul / modify, test and recertify the Air Data Computers.
- 3.2 Work must be performed in accordance with the Original Equipment Manufacturers (OEM) specifications, Component Maintenance Manual, Service Bulletins and Service Letters applicable to the items being repaired
- 3.3 Any applicable Airworthiness Directives must be incorporated.
- 3.4 Materiel supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the requested service date.

### 4.0 Deliverables

#### 4.1 Certification Documentation

All certification documentation provided by the Contractor must be complete and meet the requirements set forth in the Canadian Airworthiness Regulations (CARs) 2019-1 Airworthiness Manual Chapter 561 – Approved Manufacturers, Appendix A, Authorized release certificate, including a TC Form One and FAA 8130-3 as identified at section 2.0 Reference Documents.

- 4.2 Upon completion of the work, the Contactor must provide the Technical Authority with a report including, but not limited to, the following for each unit overhauled or repaired:
  - a. a description of the work performed;

- b. a list of the replaced parts;
- c. a current status list of all incorporated SB's;
- d. if applicable, technical inspector observations; and
- e. a copy of the final test results for the certification of the unit.

## **5.0 Constraints**

### **5.1 Language**

Any documentation provided to TC ASD as part of the work to be completed with must be in English.

## **6.0 Support Provided by Canada**

### **6.1 Transportation**

Shipping and transportation costs of the units to and from the contractor's facility, shall be the responsibility of TC ASD. All shipments are to be shipped UNINSURED.

### **6.2 Delivery Locations**

All units must be shipped to the below address, or as directed by the Technical Authority:

Transport Canada, Aircraft Services Directorate  
200 Comet Private  
Gloucester Ontario  
K1V 9B2

**ANNEX B – Basis of Payment**

In consideration for the Contractor satisfactorily fulfilling all of its obligations under the Contract, the Contractor will be paid a Firm Price, Delivery Duty Paid (DDP) as specified in the Contract - Annex B - Basis of Payment, including all delivery charges, Canadian customs duties and excise taxes. Applicable taxes are extra.

Note: Transport Canada certify that the unserviceable unit returned to the contractor by Transport Canada is worth full credit of the base value.

Unit description	Proposed Delivery Date (D-M-Y)	Unit price 1 unit	Unit price 1 unit	Proposed Unit Price
		(a) <i>(Certified Overhauled Condition)</i>	(b) <i>(Unserviceable)</i>	C = (a-b) (c)
Quantity :				
Part Number:		\$	\$	\$
Serial Number:				<input type="checkbox"/> CAD <input type="checkbox"/> USD

Request for Proposal T8493-210014/A	
<b>Supplier Legal Name</b>	
<b>Procurement Business Number</b>	
<b>Authorized Representative of Supplier for evaluation purposes</b>	Name
	Title
	Address
	Telephone
	Email
<b>Signature of Authorized Representative of Supplier</b>	
<b>Date</b>	

### ANNEX C - ELECTRONIC PAYMENT INSTRUMENTS

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

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

Request for Proposal T8493-210014/A		
Supplier Legal Name		
Procurement Business Number		
Authorized Representative of Supplier for evaluation purposes	Name	
	Title	
	Address	
	Telephone	
	Email	
Signature of Authorized Representative of Supplier		
Date		