

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving - PWGSC

Voir dans le document/

See herein

NA

Québec

NA

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address**Raison sociale et adresse du**

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet SO - Machining-assembly-welding Service RISO Machining-assembly-welding Service	
Solicitation No. - N° de l'invitation W7701-227436/A	Date 2021-12-10
Client Reference No. - N° de référence du client W7701-227436	GETS Ref. No. - N° de réf. de SEAG PW-\$QCN-043-18253
File No. - N° de dossier QCN-1-44062 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-01-20 Heure Normale du l'Est HNE	
Delivery Required - Livraison exigée Voir Doc.	
Address Enquiries to: - Adresser toutes questions à: Langis, Sonia	Buyer Id - Id de l'acheteur qcn043
Telephone No. - N° de téléphone (418)254-9962 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE RDDC- Valcartier 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work , the Basis of Payment, Technical Criteria, the Electronic Payment Instruments - Certification and any other annexes

1.2 Summary

Titre : Individual and Regional Standing Offer for Machining-assembly-welding Service

Description: Defense Research and Development Canada (DRDC) - Valcartier Research Center intends to issue a Regional Individual Standing Offer(RISO) for the machining, assembly and welding of medium to large format parts with precision ranging from medium to high for its research projects.

Certain additional services such as heat treatment services, specialized cutting, tinsmithing, surface treatment (liquid painting with or without primer, separate painting, anodizing, hot galvanizing, etc.) may also be required.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2020-05-28\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO. ([Section 1.2006 - Standard Instructions - Request for Standing Offers - Goods or Services - Buyandsell.gc.ca](#))

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO.

2.2.1 Epost Connect

Offerors choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers 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 Instruction [2006\(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/24\)](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect) (<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>)

2.2.2 Facsimile

Facsimile number: 418-566-6168.

2.2.3 Offers transmitted by hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension (to be completed by the Offeror)

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive (to be completed by the Offeror)

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is

eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer preparation instructions

The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Due to the nature of the RFSO, offers transmitted by hardcopy will not be accepted.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5) (2013-11-06) Exchange Rate Fluctuation,
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C3011T/5>)

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The technical evaluation will be based on the mandatory technical criteria detailed in Annex C. Bidders must demonstrate that the goods and/or services offered are compliant with each of these mandatory technical criteria with documents and/or technical drawings, which must be submitted with their proposal **(No internet link will be accepted)**.

Bidders should complete the grid in Annex C in order to indicate where the technical criteria are demonstrated within their submitted documents and/or technical drawings and include it with their proposal. Failure to do so will render the bid non-responsive.

4.1.2 Financial Evaluation

For evaluation purposes only, the price of the offer will be determined as follows:

The price of the offer will be calculated by establishing a total valuation amount. This amount will be calculated by adding the valuation amounts of each of the parties

The evaluation amount of each part will be calculated by adding the items below.

4.1.2.1 For parts 1, 2, 3 and 5 mentioned in Annex B, Basis of payment

The amount requested for columns B, C and D will be added. This total will be multiplied by the estimated annual quantity (column A) which will give the financial value of column E

The total amount of the assessment will therefore be the sum of the Total Financial Value (column E) of parts 1, 2, 3 and 5.

4.1.2.2 For part 4 - Materials, mentioned in Annex B, Basis of payment

The discount rate for Part 4 will not be evaluated, however a discount rate must be specified. If this is not done, a box left empty will be considered with a value of 0% applicable discount

4.1.2.3 Evaluation of Price - Canadian/Foreign Bidder

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.

2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, 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, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

3. Bidders must provide prices Delivered Duty Paid (DDP) Research Center of Valcartier Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DDP basis.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the Forms for the Integrity Regime 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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation (Annex E – to be completed by the Offeror)

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>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the request of the Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 2017-06-21 General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer. (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/14>)

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____. *(will be inserted when the Standing Offer is issued)*

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 periods of one year, from _____ to _____ *(will be inserted when the Standing Offer is issued)* under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sonia Langis
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Telephone: 418-254-9962
E-mail address: Sonia.Langis@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority *(will be inserted when the Standing Offer is issued)*

The Project Authority for the Standing Offer is:

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative *(to be completed by the Offeror)*

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____.
(will be inserted when the Standing Offer is issued)

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:

- PWGSC-TPSGC 942 Call-up Against a Standing Offer
- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$80,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) (will be inserted when the Standing Offer is issued) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or _____ months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2021-12-02) General conditions: Services (medium complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.12.2 SACC Manual Clauses

A2000C (2006-06-16) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A2000C/1>)

A2001C (2006-06-16) (<https://achatsetventes.gc.ca/politiques-et-lignes-directrices/guide-des-clauses-et-conditions-uniformisees-d-achat/5/A/A2001C/1>)

7.13 Applicable Laws (*to be completed by the offeror*)

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory Canadian*).

7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract. (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/19>)

Section 13 Interest on Overdue Accounts, of 2010C (2021-12-02), will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The contract period is as specified in the call-up

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

7.5.1.1 Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B- Basis of Payment. Customs duties are included 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.

7.5.2 Single Payment

SACC Manual Clauses H1000C (2008-05-12) Single Payment
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1000C/2>)

7.5.3 SACC Manual Clauses

C2000C (2007-11-30) Taxes – Foreign-based Contractor (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C2000C/1>)

7.5.4 Electronic Payment of Invoices – Call-up

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

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);

7.6 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: *(will be inserted when the Standing Offer is issued)*
 - a. The original must be forwarded to the following e-mail address for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance Requirements

SACC Manual clause [G1005C](#) 2016-01-28, Insurance – No Specific Requirement
(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3>)

7.8 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. TITLE

Machining-assembly-welding service

2. BACKGROUND

Defense Research and Development Canada (DRDC) - Valcartier Research Center intends to issue an Individual and Regional Standing Offer (IRSO) for the machining, assembly and welding of medium to large format parts with precision ranging from medium to high for its research projects.

Certain additional services such as heat treatment services, specialized cutting, tinsmithing, surface treatment (liquid painting with or without primer, separate painting, anodizing, hot galvanizing, etc.) may also be required.

3. ACRONYMES

CNC	Computer numerical control
AD	Applicable document
SOW	Statement of work
CAM	Computer aided manufacturing
FCAW	Flux-Cored Arc Welding
GMAW	Gas Metal Arc Welding
SMAW	Shielded metal arc welding
MIG	Metal Inert Gas
TIG	Tungstene inert gas
CMM	Coordinate measuring machine
IRSO	Individual and regional standing offer
DRDC	Defence research Development Canada
TA	Technical authority

4. APPLICABLE DOCUMENTS ET RÉFÉRENCES

None.

5. TASK :

5.1 Machining, assembly and welding of parts

The Offeror must do the machining, assembly and weld parts from 3 to 12 feet (without limitation) with accuracies of + - .030 to + - .001 inch using various materials (wood, metals , plastics and others) according to the technical drawings provided (usually in PDF or DFT format).

Tasks to performed may include (but are not limited to):

- a. Program machines from files created by DRDC Valcartier with Solid Edge and / or NX software with multi-axis CAM machining software;
- b. Build parts with dimensional tolerances down to plus or minus 0.001 inch using, but not exclusively, the following equipment at a minimum: manual lathe, manual milling machine, manual press drill, grinding wheel, tapping machine, band saw and sandblaster;
- c. Build parts according to the drawings provided using a numerically controlled (CNC) lathe with a minimum machining capacity of 20 inches in diameter by 60 inches long;

- d. Grind workpieces using a cylindrical grinder and / or surface grinder for grinding to minimum tolerances of plus or minus 0.0001 inch.
- e. Bend steel plates a minimum of 3/4 inch thick X 12 feet long;
- f. Milling, using a 3-axis simultaneous numerical control (CNC) milling machine, parts of a minimum of 20 inches (height) X 40 inches (width) X 80 inches (length);
- g. Milling, using a 3-axis simultaneous numerical control (CNC) milling machine, parts of a minimum of 10 inches (height) X 72 inches (width) X 94 inches (length);
- h. Weld steel to SMAW, GMAW and FCAW certifications.
- i. Weld TIG and / or MIG aluminum (certification not required for these).

5.2 Compliance

The contractor must provide a certificate of conformity of the parts to the technical drawings provided by DRDC upon request. This document must accompany the parts upon delivery or be sent by email to the TA or his representative.

Because accuracy is very important, the following tasks may be required to ensure that the parts conform to the drawings provided:

- a. Use a metrology laboratory equip with at least, but not exclusively, the following measuring tools: internal and external micrometer, caliper, height gauge, gauge blocks, optical comparators, precision square and marble surface;
- b. Use a duly certified coordinate measuring machine (CMM);
- c. Measure large-format parts at the pick-up / delivery point using a precision mobile measuring device such as "FARO ARM mc" and / or other equivalent.

5.3 Optional services

The following services could be request, without being limited to:

- a. Heat treatment including: quenching and aging
- b. All of the following surface treatments: painting, anodizing or melonite treatment, bluing, black oxydation and chrome plating, liquid paint with or without primer, hot galvanizing
- c. Tinsmithing, plasma cutting and flame cutting service

6. DELIVERY DELAY

The parts must be delivered by the contractor within a period from 2 weeks to 3 months maximum following the call-up or according to an agreement prior to the call-up and approved by the TA or his representative in consideration with the size of the part or the difficulty of the mandate.

In certain (occasional) situations, the contractor must be able to respond to emergencies for minor work not exceeding 20 working hours, which must be deliver in less than 5 working days including transport.

7. WORKING LANGUAGE

- 7.1 Notes and instructions for technical drawings provided by DRDC will be in French only.
- 7.2 The contractor may use French or English in his communications

8. WORK LOCATION

The works must be carried out on the contractor's site.

Pick up of materials and delivery of projects are at the following address:

Defence, Research and Development Canada- DRDC
Valcartier Research Center
Building 64
2459, route de la Bravoure
Québec, Québec
G3J 1X5, Canada

9. GOVERNMENT SUPPLIED MATERIAL (GSM)

GSM 1: In some cases, materials could be supply by DRDC as required. DRDC may ask the contractor to pick up these materials. The contractor must in coordination with the TA or his representative, transport the materials identified on the drawings to his manufacturing site. DRDC does not accept any transportation costs between the supplier's site and those of its subcontractors. If surplus materials exist, they must be return to DRDC upon delivery of the project.

10. SPECIAL CONSIDERATIONS

10.1 Materials

The supply of the materials necessary for the fabrication of the parts may be included in this standing offer according to the requirements of the drawings provided. When the contractor will be asked to provide the materials, the price of the materials must be identified separately on the invoices and / or estimate of the work.

10.2 Conditions

- 1- The contractor must perform the work according to the specifications of the drawings provided by DRDC - Valcartier Research Center. The Contractor must always contact the TA or his DRDC representative before making any changes or modifications to the work to be performed or for any technical information.
- 2- DRDC uses the imperial (inch) system in drawing. The Contractor must also use this system in all communications and documents with DRDC.
- 3- A quality control of the work will be done by the quality control laboratory of DRDC - Valcartier Research Center according to the specifications of the drawings supplied with the order. If the work does not conform to the specifications of the drawings, it will be returned to the contractor for correction or restart at his expense.
- 4- Unless otherwise specified, the contractor must ensure the cleanliness and quality of the parts shipped, that is to say that they are free of oil (unless we request them to be protect from rust), dirt, well deburred (except in the case where we ask for sharp corners).

10.3 Procedure for call-ups

Step 1 :

When it becomes necessary to manufacture parts, the TA or his representative will contact the Offeror by email. During this first contact, the TA or his representative will provide technical drawings, machining files, welding standards (if applicable) as well as a description of the need.

Step 2 :

The Contractor must perform the DRDC need analysis and review the fabrication drawings provided. The Contractor must provide, at no additional cost to the client department, a written estimate for the work that may be assigned to it. This estimate should include, if applicable, the cost of transport (pick-up and / or delivery), the cost for labor as well as the cost for the material in accordance with the basis of payment. Estimates must be sent to the TA or his representative by email. Estimates must be received by the TA or his representative within a maximum of 2 weeks following the cost estimate request.

The contractor must provide the detailed estimate in hours per machining operation and quantity of material. When the estimate is submitted by the contractor and accepted by the TA or his representative, a call-up is issued and the work and services must be performed in full at a cost not exceeding the estimate. The TA or his representative has the right to refuse that certain work be carried out as well as to negotiate the number of hours of the work if, in their opinion, the estimate of the workforce is considered high. Any estimate will be valid for a period of ninety (90) days.

Step 3 :

An order can then be issued using the appropriate form and the cost estimate will be included in the order.

ANNEX "B" BASIS OF PAYMENT

Firm Part : from ____ 2022 to ____ 2024 *(will be inserted when the Standing Offer is issued)*
Optional year 1: from ____ 2024 to ____ 2025 *(will be inserted when the Standing Offer is issued)*
Optional year 2: from ____ 2025 to ____ 2026 *(will be inserted when the Standing Offer is issued)*

For the duration of the Standing Offer, the Contractor agrees to calculate the cost of individual projects based on the firm price indicated below.

Part 1. Firm hourly rate for required services

The hourly rates below must include equipment and labour, as well as administrative expenses, employee benefits and other anticipated and unanticipated costs. Firm all-inclusive rates for the duration of the standing offer, excluding applicable taxes.

Item (in reference Annex A)	Description	Estimated Annual Quantity For Evaluation only (A)	Hourly rate (plus taxes)			Total Financial value = A x (B+C+D) (E)
			Firm Part (B)	Optional year 1 (C)	Optional year 2 (D)	
5.1 b	Conventional equipment such as: manual lathe, manual milling machine, manual press drill, grinding wheel, tapping machine, band saw and sandblaster	65 h	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	
5.1 c	Numerically controlled (CNC) lathe (CNC)	250 h	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	
5.1 d	Cylindrical grinder and/or surface grinder	25 h	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	
5.1 e	Bending unit	65 h	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	
5.1 f et 5.1 g	Numerical control (CNC) milling machine	250 h	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	
5.1 h et 5.1 i	Welding service	250 h	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour	

Part 2. Firm hourly rate for compliances services

The hourly rates below must include equipment and labour, as well as administrative expenses, employee benefits and other anticipated and unanticipated costs for specific metrology services. Firm, all-inclusive rate for the duration of the standing offer, excluding applicable taxes.

Item (in reference Annex A)	Description	Estimated Annual Quantity For Evaluation only (A)	Hourly rate (plus taxes)			Total Financial value = A x (B+C+D) (E)
			Firm Part (B)	Optional year 1 (C)	Optional year 2 (D)	
5.2	Metrology Services	25 h	\$ /hour	\$ /hour	\$ /hour	

Part 3. Firm hourly rate for optional services of surface treatments

The hourly rates below must include equipment and labour, as well as administrative expenses, employee benefits, parts preparation and other anticipated and unanticipated costs. Firm, all-inclusive rate for the duration of the standing offer, excluding applicable taxes.

Item (in reference Annex A)	Description	Estimated Annual Quantity For Evaluation only (A)	Hourly rate (plus taxes)			Total Financial value = A x (B+C+D) (E)
			Firm Part (B)	Optional year 1 (C)	Optional year 2 (D)	
5.3 a	Heat treatment including: quenching and aging	65 h	\$ /hour	\$ /hour	\$ /hour	
5.3 b	Surface treatments: melonite, bluing, black oxidation and chrome plating, galvanization	25 h	\$ /hour	\$ /hour	\$ /hour	
5.3 b	Surface treatments: liquid paint with or without primer (paint not included)	25 h	\$ /hour	\$ /hour	\$ /hour	
5.3 c	Tinsmithing, plasma cutting and flame cutting service	25 h	\$ /hour	\$ /hour	\$ /hour	

Part 4. Materials

Where the Contractor is requested to supply materials, the cost of the materials will be charged at cost plus a reasonable mark-up for administrative costs only, excluding Harmonized Sales Tax which will be charged separately.

Percentage of material cost used in the manufacture of parts :

- a. The Offeror must provide the percentage of material cost used in the manufacture of the parts.
This percentage represents the portion of the cost price of the material used in the manufacture of the parts that will be included in the Valcartier Research Centre invoices
- b. The following are two examples to illustrate:
 1. If the Offeror wishes to invoice 85% of the cost price of the material, the percentage in column "B" will be 85%.
 2. If the Offeror wishes to charge 115% of the cost of the equipment, the percentage in column "B" will be 115%

Item (in reference Annex A)	Description	Estimated Annual Quantity For Evaluation Only (A)	Percentage of material cost		
			Firm Part (B)	Optional year 1 (C)	Optional year 2 (D)
10.1	Materials	20 000\$	% ____	% ____	% ____

Part 5. Transportation

The collection of materials supplied by the designated user and the delivery of the parts will be carried out by the Contractor. All-inclusive unit costs for the duration of the Standing Offer exclude applicable taxes. Valcartier Research Center does not accept any transportation costs between the supplier's site and those of its subcontractors. A transport is a pick-up or a delivery. If there is a pick-up and a delivery at the same time, only one transport must be invoiced.

Item (in reference Annex A)	Description	Estimated Annual Quantity For Evaluation Only (A)	Fixed Unit Price (plus taxes)			Total Financial value = A x (B+C+D) (E)
			Firm Part (B)	Optional year 1 (C)	Optional year 2 (D)	
8.	0 and 1/2 tonne	10 transports	\$ _____ / transp.	\$ _____ / transp.	\$ _____ / transp.	
	More than ½ and 1 tonne	5 transports	\$ _____ / transp.	\$ _____ / transp.	\$ _____ / transp.	
	More than 1 tonne	2 transports	\$ _____ / transp.	\$ _____ / transp.	\$ _____ / transp.	

ANNEX "C" MANDATORY TECHNICAL CRITERIA

Indicate in your **documentation** where the following mandatory specifications are demonstrated:

The Offeror must clearly demonstrate, by submitting its documentation, that it meets each of the mandatory technical evaluation criteria mentioned below.

For criteria 1.1 to 1.6 the offeror must provide **photos** of the equipment as well as **the model number** appearing on the machine. Photographs must be taken at the contractor's premises. A photograph taken on the Internet will be considered inadmissible.

Failure to do so will result in the bid being declared non-responsive.

	CRITERIA	Identify the photo (s) where the mandatory specifications requested are demonstrated
1.1	COORDINATE MEASURING MACHINE (MMC) The Offeror must have a duly certified Coordinate Measuring Machine (CMM).	
	Model number : _____	
1.2	NUMERICAL CONTROL LATHE (CNC) The Offeror must have at least one numerically controlled (CNC) lathe with a minimum machining capacity of one part 20 inches in diameter by 50 inches long.	
	Model number : _____	
1.3	NUMERICAL CONTROL MILLING MACHINE (CNC) The Offeror must have one (1) 3-axis simultaneous numerical control (CNC) milling machine, with a minimum machining capacity of one piece of 20 inches (Height) X 40 inches (Width) X 80 inches (Length)	
	Model number : _____	

1.4	<p>NUMERICAL CONTROL MILLING MACHINE (CNC) The Offeror must have one (1) 3-axis simultaneous numerical control (CNC) milling machine, with a minimum machining capacity of one piece of 10 inches (Height) X 72 inches (Width) X 94 inches (Length)</p> <p>Model number : _____</p>	
1.5	<p>CRANE BRIDGE The offeror must have an overhead crane with a minimum capacity of 15 tonnes.</p> <p>Model number: _____</p>	
1.6	<p>PRESS BRAKE The Offeror must have at least one device to be able to bend steel plates a minimum of 3/4 "thick x 12" long.</p> <p>Model number : _____</p>	
	WELDING AND CERTIFICATIONS DEPARTMENT	Specify the place in the documentation where the required mandatory specifications are demonstrated.
1.7	The Offeror must have a welding department with at least these three (3) types of welding certification for steel: SMAW, GMAW and FCAW.	
1.8	The Offeror must also be able to provide welding services for aluminum TIG and / or MIG in its department but need not hold certification for these.	

Solicitation No. - N° de l'invitation
W7701-227436/A
Client Ref. No. - N° de réf. du client
W7701-227436

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-1-44062

Buyer ID - Id de l'acheteur
QCN043
CCC No./N° CCC - FMS No./N° VME

ANNEX “D” ELECTRONIC PAYMENT INSTRUMENTS *(to be completed by the bidder)*

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

- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);

Solicitation No. - N° de l'invitation
W7701-227436/A
Client Ref. No. - N° de réf. du client
W7701-227436

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-1-44062

Buyer ID - Id de l'acheteur
QCN043
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” COMPLETE LIST OF COMPANY BOARD OF DIRECTORS
(to be completed by the bidder)

NOTE TO BIDDERS

WRITE ALL DIRECTOR’S FULL NAMES IN BLOCK LETTERS

PROCUREMENT - BUSINESS NUMBER (PBN) : _____