



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Tender / Contract Form

**All-Terrain Telescopic Variable Reach
Forklift**

NCC TENDER FILE #:	ES015
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ADDRESS INQUIRIES TO: Emilie Scheckman, Sr. Contract Officer (613) 239-5678 ext 5687 emilie.scheckman@ncc-ccn.ca	CONTRACT NO.: (NCC use only)
BID CLOSING DEADLINE: April 6, 2022 at 3:00pm Eastern Daylight Time	
RETURN TENDERS TO Submit offer on this Tender Form and return to: Tenders must be submitted by email	Procurement Services National Capital Commission Bids-Soumissions@ncc-ccn.ca Please refer to NCC Tender file # ES015 Note: the email attachment size is set at a maximum of 30 MB
DESCRIPTION OF GOODS: Supply & deliver F.O.B. Destination: <ul style="list-style-type: none">- One (1) all-Terrain Telescopic Variable Reach Forklift- One (1) General-Purpose Bucket- One (1) set of 48-inch pallet forks- One (1) Hydraulic Quick Attachment	DELIVERY LOCATION: F.O.B. Destination: 1740 Woodroffe Avenue Ottawa, Ontario



Tender / Contract Form

All-Terrain Telescopic Variable Reach Forklift

NCC TENDER FILE #:

ES015

I. OFFER

The undersigned bidder (hereinafter called the “Contractor”) hereby offers to the National Capital Commission (hereinafter called the “Commission” or the “NCC”) to supply and deliver the goods in accordance with the Terms of Reference and terms and conditions **for the all-inclusive lump sum prices as set out in section III herein.**

II. GENERAL AGREEMENT The Contractor agrees:

1. that the goods, as per the Terms of Reference and Mandatory Requirements, are requested **three (3) months from contract award.**
2. to deliver the goods as per Terms of Reference and Mandatory Requirements to **1740 Woodroffe Avenue, Ottawa, Ontario.**
3. that this Offer and Agreement, together with the Terms of Reference, Mandatory Requirements, Appendices, the Instructions to Bidders, the General Conditions and any and all attachments and addenda issued thereto, shall be and are the complete tender and this offer is made subject to the provisions contained therein.
4. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 90 days from the Tender Closing Time shown hereon.
5. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the Commission, constitute a binding contract between the Contractor and the Commission.
6. that the Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



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III. PRICING

The Contractor agrees that the following are the all-inclusive lump sum prices referred to in Clause I:

Item	Description	All-inclusive lump sum price (excluding tax)
	Enter below the make, model and year of the proposed all-terrain telescopic variable reach forklift as per Terms of Reference and Mandatory Requirements: All-Terrain Telescopic Variable Reach Forklift Make: _____ Model: _____ Year: _____	
1	One (1) all-Terrain Telescopic variable reach forklift as per the Terms of Reference and Mandatory Requirements	\$
Attachments		
2	One (1) General-Purpose Bucket as per the Terms of Reference and Mandatory Requirements	\$
3	One (1) set of 48-inch pallet forks as per the Terms of Reference and Mandatory Requirements	\$
4	One (1) Hydraulic Quick Attachment as per the Terms of Reference and Mandatory Requirements	\$
5	Delivery (FOB Destination) as per the Terms of Reference and Mandatory Requirements	\$
SUB-TOTAL (Item 1+2+3+4+5)		\$
13% HST		\$
TOTAL		\$



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IV. BASIS OF AWARD

Basis of award will be the bidder who meets all of the mandatory requirements, the terms and conditions, and, who offers the NCC the lowest total evaluated price. The NCC reserves the right to review all of the items proposed by the lowest bidder prior to award. The NCC also reserves the right to cancel this tender and/or re-issue the tender in its original or revised form, and, to negotiate with the successful bidder and/or all bidders.

V. INVOICING

- Payment will be made following receipt, delivery and acceptance of goods.
- The Contractor will have the right to receive payment within 30 days after the technical representative has delivered a certificate indicating that in fact the invoice is authentic and exact, that the Contractor has delivered the said goods and has observed the terms of the contract.
- The Commission is a Crown Corporation subject to the Goods and Services Tax (GST) and the Provincial Sales Tax (OHST or QST). The Contractor is required to indicate separately, with the request for payment, the amount of GST and OHST/QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments. The successful bidder must complete in its entirety the T1204 tax form before awarded a contract.
- All invoices are to make reference to the **Commission Contract Number xxxxxx (6 digit number on page 1 once a contract is executed between the Contractor and the Commission)** and be forwarded by email to pavables@ncc-ccn.ca in Adobe (.pdf) format.
- To ensure prompt payment, please prepare your invoice in accordance with the price(s) quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the contract number.

VI. ENQUIRIES

Enquiries regarding this tender must be submitted in writing to the Senior Contract Officer, emilie.scheckman@ncc-ccn.ca as early as possible within the solicitation period. Enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.



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VII. BID PREPARATION INSTRUCTIONS

The NCC requests that bidders submit their bid to the NCC in separate sections as follows:

- Email #1: Technical Bid (See Appendix A of the Terms of Reference)
- Email #2: Financial Bid (See Section III-Pricing. Prices must appear in the financial bid only)

VIII. AUTHORITIES

NCC Senior Contract Officer

The NCC Senior Contract Officer responsible for this contract is:

Emilie Scheckman

National Capital Commission

Telephone: 613 239-5678 ext.5687

E-mail address: emilie.scheckman@ncc-ccn.ca

The Senior Contract Officer is responsible for the management of the Contract. Any changes to the Contract must be authorized in writing the appropriate NCC delegated Contracting Authority. The Consultant 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 Senior Contract Officer.

NCC Client Representative

The NCC Client Representative for the Contract is:

To be inserted by Senior Contract Officer at Contract award

National Capital Commission

Telephone: To be inserted by Senior Contract Officer at Contract award

E-mail address: To be inserted by Senior Contract Officer at Contract award

The NCC Client Representative is the representative of the NCC 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 NCC Client Representative; however, the NCC Client Representative 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 Senior Contract Officer.

Contractor's Representative

General enquiries

Name: _____

Telephone No.: _____

E-mail address: _____



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**All-Terrain Telescopic Variable Reach
 Forklift**

Delivery follow-up

Name: _____

Telephone No.: _____

E-mail address: _____

IX. PRIORITY OF DOCUMENTS

If there is a discrepancy between or conflict in the contents of the following documents, such documents shall take precedence and govern in the following order:

- (1) Any amendment or variation to the contract documents;
- (2) This tender/contract form;
- (3) General Conditions;
- (4) Terms of Reference;
- (5) The Contractor's Bid dated _____.

X. ADDENDUM ACKNOWLEDGEMENT

I/We acknowledge receipt of the following addenda _____ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the goods listed above and on any attached sheets at the submitted price(s).

Name and address of Contractor :	Signature(s):
Tel-Tél:	Title:
E-mail:	Date:

Accepted & executed on behalf of the Commission on the following date: _____

COMMISSION USE ONLY NCC SIGNATURE ONLY	TITLE
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National Capital Commission

Terms of References

Purchase of an All-Terrain Telescopic Variable Reach Forklift

WINTER 2022

National Capital Commission

Purchase of an All-Terrain Telescopic Variable Reach Forklift

1.0 Purpose

The National Capital Commission (NCC) is proceeding with a request for proposals for the supply and delivery of one (1) all-terrain telescopic variable reach forklift that will serve as a replacement for a forklift currently in use at the Woodroffe warehouse facility. The product offered shall be new and model of the most current production

2.0 National Capital Commission

The NCC is a Crown corporation of the Government of Canada, and its mission is to ensure that Canada's Capital Region is of national significance and a source of pride for Canadians.

3.0 Background

The NCC warehouse facility, located at 1740 Woodroffe Avenue, provides short and long-storage of various assets and an inventory of material for NCC construction projects, special events and commemorations, program and activity equipment, etc.

An all-terrain telescopic variable reach forklift is required to replace the forklift currently in use at the warehouse.

The all-terrain telescopic variable reach forklift will operate during extended periods of time, navigate on rutted ground and uneven terrain for a variety of applications, in all types of weather conditions, up and down steep grades.

4.0 Standards and Regulations

The all-terrain telescopic variable reach forklift shall conform with all applicable laws, relations and industrial standards governing manufacturers, safety, noise levels and pollution in effect in Canada at the time of manufacture.

- Canadian Motor Vehicle safety Regulation – Transport Canada
<https://www.tc.gc.ca/eng/acts-regulations/regulations-crc-c1038.htm>
- Canada Occupational Health and Safety Regulations – Justice Canada <https://laws-lois.justice.gc.ca/eng/regulations/sor-86-304/index.html>
- Safety Standards for Powered Industrial Trucks – Canadian Standards Association
<https://www.csagroup.org/>
- Standard for Industrial Trucks, Internal Combustion Engine-Powered – Underwriters' Laboratories of Canada
<https://canada.ul.com/>

National Capital Commission

Purchase of an All-Terrain Telescopic Variable Reach Forklift

5.0 General Requirements

The NCC requires the supply and delivery (FOB destination) of an industrial-type certified four-wheel drive, all terrain, diesel telescopic variable reach forklift with a minimum of 6,500 pounds rated lift capacity at 16 feet. The all-terrain telescopic variable reach forklift shall be of a conventional and heavy-duty construction design and come complete with one (1) set of 48-inch pallet forks, one (1) general-purpose bucket and one (1) hydraulic quick attachment. The hydraulic quick attachment must have the capacity to quick attach the 48-inch pallet forks, the general-purpose bucket, as well as a currently owned Reactor Plow P/N SB308JCBQ, S/N 151067-01-01, 950 LB.

NOTE: The 48-inch pallet forks, the general-purpose bucket and the hydraulic quick attachment are requirements of this bid; the reactor plow **is not**.

The all-terrain telescopic variable reach forklift shall essentially be the standard product of the manufacturer, differing there from only in respects where necessary to meet specific requirements of these Terms of References. The component parts of the unit need not be products of the same manufacturer. Design and construction shall be such that the all-terrain telescopic variable reach forklift can withstand continuous operation. This includes lifting and transporting capacity loads with forks and currently owned 8 ft plow. It also includes operation in the open air under all weather conditions. Components, particularly of the electrical, fuel, and exhaust systems shall resist the harmful effects of dust and water. The design of the all-terrain telescopic variable reach forklift shall permit ready accessibility for servicing, replacement, and adjustment of component parts and accessories, with minimum disturbance of other elements.

The forklift is to be delivered to the Woodroffe warehouse located at 1740 Woodroffe avenue, Ottawa, Ontario.

6.0 Specific Requirements

- All-terrain telescopic variable reach forklift
- Multi-usage (lifting, pushing-plowing, digging) and full condition usage (indoor/outdoor, uneven terrain, summer/winter, mud and snow tires)
- Operating Weight – No more than 15,500 lbs
- Lift Capacity – No less than 6,500 lbs
- Lift Height – No less than 16 feet
- Lift height Capacity – No less than 2,000 lbs at 9 feet
- Length to Fork Face – No more than 13 feet

National Capital Commission

Purchase of an All-Terrain Telescopic Variable Reach Forklift

- Boom – Hose burst protection built in; quick release couplers; two or three stage telescoping type with one work light mounted on the boom to load at height in low light situations.
- Axle – Four Wheel Drive
- Steering Capability – Two-wheel, four-wheel and crab steering
- Transmission – Dual speed hydrostatic
- Engine – Diesel; minimum of 65 HP @2200 RPM; locking fuel cap; certified to US EPA Tier 4 final without the use of a DPF, DEF or DOC; fuel/water separator with drain incorporated into fuel system; anti-freeze protection to -35 degrees Celsius; equipped with block heater.
- Operator Cab – Standard seatbelt; upholstered seat; variety of seating options to accommodate operators and application; roll over protection of operator compartment; roof window screen with protective bars for operator's compartment; single joystick boom control; joystick function equipped with manual disengage switch located inside cab and within operator reach while seated; unit equipped with hour (run-time) meter and fuel gauge, audible alarm and/or individual indicator lights and/or gauge for high engine temperature, high transmission temperature, battery charge, low engine oil pressure, low transmission oil pressure, air cleaner blocked; operator cab equipped with face level adjustable in both speed and position; clear audible backup alarm and external safety beacon; external front facing work lights and single external rear facing work light.
- Hydraulic Quick Attachment – Capacity to quick attach a general-purpose bucket, plow (P/N SB308JCBQ, S/N 151067-01-01, 950 LB) and 48-inches pallet forks.
- Attachments – One (1) general-purpose bucket and one (1) set of 48-inch pallet forks.

7.0 Warranty

The supplier warrants to the owner that the all-terrain telescopic variable reach forklift furnished under the specifications will be in good material and workmanship, and agrees to replace promptly any part or parts which by reason of defective material or workmanship shall fail under normal use, free of negligence or accident, for a minimum period of 2000 hours or 24 months (whichever occurs first) from the date of acceptance. Such replacement shall include all parts, labor, and travel to user's facility and be free of charge to the owner or their representative. On site repairs must be performed within 24 hours of call in. During the warranty period, a successful contractor must supply a replacement lift with the same specifications, if it is to be down for more than 72 hours.

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Purchase of an All-Terrain Telescopic Variable Reach Forklift

APPENDIX A

Mandatory Requirements

Bidders shall provide a Detailed Description-Information Document clearly demonstrating that their product meets all stated mandatory requirements below.

MANDATORY ITEMS:

- I. Bidders must ensure full compliance with the following mandatory requirements.
- II. Where indicated, Bidders must provide an explanation that clearly demonstrates full compliance with the mandatory requirements. Documentation is required.
- III. Bidder's **must** indicate the location of the information relevant to the mandatory requirements. Ensure that the page number is indicated in the column entitled "Page Number" for all information included.
- IV. Failure to clearly demonstrate full compliance or provide documents requested will result in the disqualification of the proposal.**

MANDATORY ITEMS	Mandatory Met? Yes or No	Page Number
1. All-Terrain Telescopic Variable Reach Forklift		Page:
2. Multi-usage (lifting, pushing-plowing, digging) and full condition usage (indoor/outdoor, uneven terrain, summer/winter, mud and snow tires)		Page:
3. Operating weight – No more than 15,500 lbs		Page:
4. Lift Capacity – No Less than 6,500 lbs		Page:
5. Lift Height – No Less than 16 feet		Page:
6. Lift Height Capacity – No less than 2,000 lbs at 9 feet		Page
7. Length to Fork Face – No more than 13 feet		Page
8. Boom <ul style="list-style-type: none">• Hose burst protection built in• Quick release couplers• Two or three stage telescoping type with one work light mounted on the boom to load at height in low light situations		Page:

National Capital Commission

Purchase of an All-Terrain Telescopic Variable Reach Forklift

9. Axle – Four Wheel Drive		Page:
10. Steering Capacity – Two wheel, four-wheel and crab steering		Page:
11. Transmission – Dual speed hydrostatic		Page:
<p>12. Engine</p> <ul style="list-style-type: none"> • Diesel • Minimum of 65 HP @2200 RPM • Locking fuel cap • Certified to US EPA Tier 4 final without the use of a DPF, DEF or DOC • Fuel/water separator with drain incorporated into fuel system • Anti-freeze protection to -35 degrees Celsius • Equipped with block heater 		Page:
<p>13. Operator Cab</p> <ul style="list-style-type: none"> • Standard seatbelt • Upholstered seat • Variety of seating options to accommodate operators and application • Roll over protection of operator compartment • Roof window screen with protective bars for operator's compartment • Single joystick boom control • Joystick function equipped with manual disengage switch located inside cab and within operator reach while seated • Unit equipped with hour (run-time) meter and fuel gauge • Audible alarm and/or individual indicator lights and/or gauge for high engine temperature, high transmission temperature, battery charge, low engine oil pressure, low transmission oil pressure, air cleaner blocked • Operator cab equipped with face level adjustable in both speed and position • Clear audible backup alarm and external safety beacon • External front facing work lights and single external rear facing work light 		Page:

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Purchase of an All-Terrain Telescopic Variable Reach Forklift

14. Hydraulic Quick Attachment – Capacity to quick attach a general-purpose bucket, plow (P/N SB308JCBQ, S/N 151067-01-01, 950 LB) and 48 inches pallet forks		Page:
15. Attachments <ul style="list-style-type: none">• One (1) general-purpose bucket• One (1) set of 48inch pallet forks		Page:



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

GOODS CONTRACTS
Instructions to Tenderers

1. Address

The tender shall be sent **By email to:** Bids-Soumissions@ncc-ccn.ca.

The NCC requests that bidders submit their bid to the NCC in separate sections as follows:

- **Email #1: Technical Bid** (See Appendix A of the Terms of Reference)
- **Email #2: Financial Bid** (See Section III-Pricing. Prices must appear in the financial bid only)

2. Delivery of Tenders

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception indicated on the title page (Page 1) of this bid solicitation. Care must be taken to email tenders in good time as tenders received after the specified time and date will not be accepted or considered.

3. Unacceptable Tenders

Tenders not submitted on the accompanying Tender/Contract form.

Faxed tenders unless otherwise stated.

Tenders received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

4. Revision of Tenders

The tenderer may revise his tender by email received before the tender closing date and time.

Changes must be clearly identified.

5. Completion of Tender and Contract Form

Insert the price and apply GST and PST where applicable before calculating the Total Amount.

PST is calculated on applicable Provincial legislation at the delivery location.

Type or legibly print the tenderer's full business name, address and telephone number under the spaces provided.

Sign the Tender /Contract form in the space provided as indicated below.

The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company, if any, must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.

6. Applicable Laws – Bid

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



NATIONAL CAPITAL COMMISSION

COMMISSION DE LA CAPITALE NATIONALE

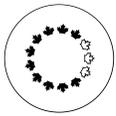
GOODS CONTRACTS

General Conditions

1. This order, including these general terms and conditions, forms the entire contract between the Commission and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Commission. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Commission subject to final inspection and acceptance by the consignee, specified in this order and if not so specified, by any person authorized by the Commission. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Commission the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at the time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchases and agrees to indemnify the Commission against any claims for royalties, license fees and other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Commission or used by the contractor in the goods purchases without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the Commission. The Commission reserves the right to change the place of delivery at any time prior to the actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased costs, or shall reduce the prices to the extent of any decrease cost arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications, terms and conditions of this order. Time shall be of the essence of this order.
7. The charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Commission under the terms of this contract these charges are to be shown as a separate item on the invoice.
8. If carload shipment, shipping notices must be sent immediately to the Commission showing car number, initial and routing. Car service will be deducted from all cars that reach the Commission without shipping notice.
9.
 - a) The Commission may, by giving notice to the Contractor, terminate or suspend the goods/services to be supplied with respect to all or any part or parts not completed/received.
 - b) All goods/services completed/received by the Contractor to the satisfaction of the commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all goods/services not completed/received before the giving of such notice, the Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such goods/services.

GOODS CONTRACTS
General Conditions

- c) The Commission reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required by this order.
10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claims forms or within 30 days of delivery of the goods, whichever is later. Discounts will be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Commission.
11. The total dollar amount shown on this order is final and unless otherwise specified herein includes all applicable Taxes (GST and PST) and duties.
12. No member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
13. This agreement shall ensure to the benefit of, and shall be binding upon the successors and assigns of the Commission and the contractor respectively, provided that the contractor shall not assign this agreement or any part of the development without prior written consent of the Commission, and any assignment made without such consent shall be of no effect.
14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Commission for use in respect of the order shall be deemed to be owned by the Commission and shall be returned to the Commission at the expense of the contractor when required.
15. WHMIS Regulations apply to Controlled Products.



New supplier / Nouveau fournisseur Update / Mise à jour

Supplier No. / N° du fournisseur

SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

For NCC use only / À l'usage de la CCN seulement

PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier		Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)	
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPPF		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPPF, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPPF, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Address / Adresse		Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :
Postal code / Code postal		()	()

PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR

IMPORTANT: CHOOSE ONLY ONE OF THE FOLLOWING / CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES :

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	(3) Corporation / Société <input type="checkbox"/>			
Business No. (BN) / N° de l'entreprise (NE) -	OR / OU	SIN / NAS -		
GST/HST / TPS et TVH	QST / TVQ (Québec)			
Number / Numéro : _____	Number / Numéro : _____			
Not registered / non inscrit <input type="checkbox"/>	Not registered / non inscrit <input type="checkbox"/>			
Type of contract / Genre de contrat	Contract for services only / Contrat de services seulement <input type="checkbox"/>			
	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>	
Type of goods and/or services offered / Genre de biens et / ou services rendus :				

PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque or bank letter with this form / Veuillez s.v.p. envoyer un spécimen de chèque ou lettre de banque avec ce formulaire

Branch Number / N° de la succursale : _____	Institution No. / N° de l'institution : _____	Account No. / N° de compte : _____
Institution name / Nom de l'institution : _____		Address / Adresse : _____

PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT

E-mail address / Adresse courriel : _____

PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRESSE COURRIEL POUR ENVOYER LES CONTRATS

E-mail address / Adresse courriel : _____

PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes Part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in Part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____ Name of authorized person / Nom de la personne autorisée	_____ Title / Titre	_____ Signature	_____ Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ()			

IMPORTANT

Please fill in and return to the National Capital Commission with a bank letter or one of your business cheques, unsigned, and marked « VOID » (for verification purposes).	Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec une lettre de banque ou un spécimen de chèque de votre entreprise, non signé, et portant la mention « ANNULÉ » (à des fins de vérification).
Mail or email to: contracts@ncc-ccn.ca Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	Poster ou transmettre par courriel à : contracts@ncc-ccn.ca Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor
(613) 239-5678 ext. 5156 or sylvie.monette@ncc-ccn.ca

Direct deposit payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct deposit payment

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

Renseignements sur les fournisseurs aux fins de l'impôt

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable
(613) 239-5678 poste 5156 ou sylvie.monette@ncc-ccn.ca

Renseignements sur le paiement par dépôt direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement par dépôt direct

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.