



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

See herein for bid submission  
instructions/

Voir la présente pour les  
instructions sur la présentation  
d'une soumission

NA

Alberta

## 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

Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Harry Hays Building (HHB)  
Room 759, 220-4th Avenue SE  
Calgary  
Alberta  
T2G 4X3

<b>Title - Sujet</b> Maintenance of Lab Equipment Maintenance des Appareils de Laboratoire	
<b>Solicitation No. - N° de l'invitation</b> W7702-226338/A	<b>Date</b> 2022-05-02
<b>Client Reference No. - N° de référence du client</b> W7702-226338	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-141-7267	
<b>File No. - N° de dossier</b> CAL-1-44060 (141)	<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> Mountain Daylight Saving Time MDT <b>on - le 2022-05-24</b> Heure Avancée des Rocheuses HAR	
<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> Major, Andrea	<b>Buyer Id - Id de l'acheteur</b> cal141
<b>Telephone No. - N° de téléphone</b> (403) 796-3230 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE DRDC SUFFIELD RESEARCH CENTRE 560 Mount Sorrell Rd Ralston Alberta T0J2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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W7702-226338/A  
Client Ref. No. - N° de réf. du client  
W7702-226338

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

Buyer ID - Id de l'acheteur  
ca1141  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

- 1.2.1 Defence Research and Development Canada, Suffield Research Centre, requires services to repair and maintain equipment within the Containment Level 1, 2 and 3 (CL1, CL2 and CL3) laboratories that requires routine preventive maintenance (PM) and occasional repair to maintain in proper working order. Regular PM increase instrument reliability, minimizing down time and assuring performance to published specifications. DRDC SRC has a requirement for a pre-facilitated contract for routine preventive maintenance and repairs for this equipment.  
  
The contract will be effective from contract award date to 2023-03-31, with the option to extend the term of the Contract by up to four (4) additional one (1) year period(s).
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".
- 1.2.3 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.

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### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

Bids 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 bid solicitation:

#### **PWGSC Western Region Bid Receiving Unit**

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@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.

It is the Bidder'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 solicitation closing date.

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

### 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### 2.3.1 Definitions

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.

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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with *Contracting Policy Notice: 2019-01* and the *Guidelines on the Proactive Disclosure of Contracts*.

### 2.3.3 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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## 2.4 Enquiries - Bid Solicitation

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

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Bid Challenge and Recourse Mechanisms

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

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

### **3.1 Bid Preparation Instructions**

The Bidder is strongly encouraged 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: Technical Bid  
Section II: Financial Bid

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

#### **3.1.1 Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. Bidders should describe their capability and experience, the project management team and provide client contact(s).

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **3.1.2 Section II: Financial Bid**

**3.1.2.1** Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "B".

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

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

If Annex "E" 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.

##### **3.1.2.3 Exchange Rate Fluctuation**

C3011T (2016-11-06), Exchange Rate Fluctuation



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in Annex "A".

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

### 4.2 Basis of Selection

#### 4.2.1 Mandatory Technical Criteria

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.1.2 Additional Certifications Required with the Bid

#### 5.1.2.1 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (first and last name), as the representative  
of \_\_\_\_\_ (name of business) pursuant  
to \_\_\_\_\_ (insert solicitation number), warrant and certify that all  
personnel that \_\_\_\_\_ (name of business) will provide on the  
resulting Contract who access federal government workplaces where they may come into contact with  
public servants will be:

- a. fully vaccinated against COVID-19;
- b. for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that  
the \_\_\_\_\_ (name of business) has certified to their compliance  
with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Optional**

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the *Privacy Act*. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

## **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 specified 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/canada/esdc) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

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### 7.2.1 Task Authorization Process

- a) The Procurement Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex "E".
- b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
- c) The Contractor must provide the Procurement Authority, within fourteen (14) business days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- d) The Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 7.2.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$\_\_\_\_\_ **(to be determined)**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Procurement Authority and Contracting Authority before issuance.

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

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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## 7.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "F". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 7.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Defence Research and Development Canada, Suffield Research Station. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.3 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.

### 7.3.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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## 7.4 Security Requirements

**7.4.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - b) *Contract Security Manual* (Latest Edition).

## 7.5 Term of Contract

### 7.5.1 Period of the Contract

The period of the Contract is from date of Contract to **March 31, 2023** inclusive.

### 7.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one year periods, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least sixty (60) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.6 Authorities

### 7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Andrea Major  
Procurement Specialist  
Procurement Branch, Western Region  
Public Services and Procurement Canada

Telephone: 403-796-3230  
Email: andrea.major@pwgsc-tpsgc.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.

### 7.6.2 Project Authority

The Project Authority for the Contract is:

*(To be named in the Contract.)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6.3 Technical Authority

The Technical Authority for the Contract is:

*(To be named in the Contract.)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 7.6.4 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.7 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.



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## **7.8 Payment**

### **7.8.1 Basis of Payment**

### **7.8.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.8.3 Method of Payment**

#### **7.8.3.1 Single Payments**

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.

### **7.8.4 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)

### **7.8.5 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0710C (2007-11-30), Time and Contract Price Verification  
C0711C (2008-05-12), Time Verification

## 7.9 Invoicing Instructions

### 7.9.1 For Task Authorizations subject to Single Payment

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.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.10 Certifications and Additional Information

### 7.10.1 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.

## 7.11 Applicable Laws

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

## 7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (c) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (h) Annex E, Task Authorization form DND 626;
- (i) Annex F, Task Authorization Periodic Usage Reports;
- (h) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*), as clarified on \_\_\_\_\_ " *or* ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)* ).

### 7.13 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor) (*to be determined*)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

*OR*

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

## 7.13 Insurance

SACC Manual clause G1005C (2016-01-25), Insurance - No Specific Requirement

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#### 7.14 Dispute Resolution

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

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. TITLE**

FIVE YEAR CONTRACT FOR PREVENTIVE MAINTENANCE OF BTDS LABORATORY EQUIPMENT, INCLUDING CL1, CL2 AND CL3 EQUIPMENT

#### **2. BACKGROUND**

Defence Research and Development Canada (DRDC), Suffield Research Centre (SRC) possesses equipment within the Containment Level 1, 2 and 3 (CL1, CL2 and CL3) laboratories that requires routine preventive maintenance (PM) and occasional repair to maintain in proper working order. Regular PM increase instrument reliability, minimizing down time and assuring performance to published specifications. DRDC SRC has a requirement for a pre-facilitated contract for routine preventive maintenance and repairs for this equipment.

The contractor will provide labor, parts, travel and equipment. All scheduling will be the responsibility of the Technical Authority.

#### **3. ACRONYMS**

CL1	Containment Level 1
CL2	Containment Level 2
CL3	Containment Level 3
DRDC	Defence Research and Development Canada
HEPA	High Efficiency Particulate Air
PM	Preventive Maintenance
TA	Technical Authority

#### **4. APPLICABLE DOCUMENTS & REFERENCES**

NONE

#### **5. TASKS**

##### **5.1 Inspection - Firm Requirement**

- a) The Contractor must inspect all the internal and external components of the equipment identified in Annex "A" Equipment List. All equipment listed in Annex "A" must be individually inspected once per year on a yearly basis. The Contractor must provide the necessary supplies, personnel, equipment, tools and materials in order to perform an inspection to identify if any repairs are required. The inspections will take place during the regular preventative maintenance visits twice per year.

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## **5.2 Preventive Maintenance - Firm Requirement**

The Contractor must perform maintenance, and calibration on equipment as identified in Annex A. Which must include but not limited to the following:

- a.) Check operation of the equipment and perform any service required to return to operations.
- b.) Replacement and installation of parts required for preventative maintenance.
- c.) Calibration of the equipment in accordance with OEM standards

## **5.3 Parts and Repair - As and When Requested Requirement**

If repairs are required outside the scope of Task 5.2, the Contractor must provide the TA a written estimate reflecting the cost of all parts, labour and fees associated with the repair. The quote must be received within 14 business days from the time of cause identification. When possible, repairs will be coordinated with PM service visits. Approval to perform any repair must be recommended by the TA and approved by the Project Authority. Upon approval, the Contractor must provide the necessary supplies, personnel, equipment, tools, materials and other items or services in order to perform the repair. Upon completion of the repair, the Contractor must demonstrate full operational function of the equipment prior to departing the site.

## **6. Deliverables**

### **6.1 Deliverables for task 5.1**

- a) Inspection report must be provided electronically, in pdf format, to the TA upon completion of the inspection.

### **6.2 Deliverables for task 5.2**

- a) The Contractor must provide a service report detailing the work performed on all equipment during a preventative maintenance visit.
- b) The Contractor must supply a Calibration Certificate for all calibrations that are completed.

### **6.3 Deliverables for task 5.3**

- a) The Contractor must submit to the TA a written estimate which must include the total price for parts and labour for the repair.
- b) If the repair is authorized by the Project Authority, deliverables will be identified in the individual task authorization.

## **7. DATE OF DELIVERY**

Task 5.1 - Must be completed during the preventative maintenance visit.

Task 5.2 – Must be completed up to twice per year depending on time needed, and at a schedule mutually agreeable to the TA and the Contractor.

Task 5.3 – As indicated on individual Task Authorizations.

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## 8. Language of Work

English

## 9. Location of Work

The work must be performed at the following locations:

- 1) Defence Research and Development Canada – Suffield Research Centre  
Building 01, Building 600, Building 601  
Vimy Ridge Avenue and/or Dieppe Drive  
Ralston, AB  
T0J 2N0  
Canada
- 2) Defence Research and Development Canada,  
213 Saskatchewan Dr NE  
Redcliff AB  
T0J 2P0  
Canada

## 10. Travel

a) Task 5.1 & 5.2 - The Contractor is required to travel to Defence Research Development Canada locations to complete Task 5.1, 5.2

**Duration:** up to 5 days per visit.

**Frequency:** Must be completed at minimum once per year at a time mutually agreeable to the TA and the Contractor. If the first visit (5 days) is not enough time to cover all the equipment in Annex A, a 2nd visit will be required with no additional costs

b) Task 5.3 - The Contractor is required to travel to Defence Research Development Canada locations to complete Task 5.3

**Duration:** up to 5 days

**Frequency:** as and when required by the TA with Contracting Officers Approval

Travel costs to be included in the overall cost, but not reimbursed separately.

## 11. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

## 12. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None

## 13. SPECIAL CONSIDERATIONS

The work must be completed between the hours of 0830-16:30 Monday thru Friday of a week not containing a statutory holiday.

**ANNEX "A"**  
**EQUIPMENT LIST**

<u>Location (Building)</u>	<u>Location (Room Number)</u>	<u>Instrument Type</u>	<u>CL1, CL2, CL3</u>	<u>Make</u>	<u>Model</u>
1	105	Incubator	CL3	Eppendorf New Brunswick Scientific	Innova 42
1	105	Incubator	CL3	Eppendorf New Brunswick Scientific	Innova 42
1	105	Incubator	CL3	Eppendorf New Brunswick Scientific	S41i
1	206	Incubator	CL3	Thermo Forma	Stericult 3307
600	135	Incubator	CL2	Thermo Forma	SteriCult 3307 (HEPA)
600	135	Incubator	CL2	New Brunswick Scientific	I 24 Shaker
601	LAB	Incubator	CL2	Thermo Forma	3310
601	LAB	Incubator	CL2	Thermo Forma	3310
1	103	Incubator	CL2	VWR Scientific	1575
1	103	Incubator	CL2	New Brunswick Scientific	Innova 42R
1	112A	Incubator	CL2	Thermo Scientific	Stericult 3307
1	202	Incubator	CL2	New Brunswick Scientific	Innova 4330 Refrigerated Incubator Shaker
1	203	Incubator	CL2	ThermoForma	Stericult 3307
1	207	Incubator	CL2	ThermoForma (new)	Stericult 3307
1	207	Incubator	CL2	ThermoForma (old)	Stericult 3307
1	209		CL2	VWR Scientific	Model 2005
1	209	Incubator	CL2	Fisher Scientific	Isotemp 650D
1	222	Incubator	CL1	New Brunswick Scientific	Innova 42
1	223	Incubator	CL1	Binder	programmable
1	223	Incubator	CL1	New Brunswick Scientific	I series 24
1	223	Incubator	CL1	Fisher Scientific	Isotemp 650D 06-664-11
1	223	Incubator	CL1	Fisher Scientific	Isotemp 650D 06-664-11
1	225W	Incubator	CL1	Fisher Scientific	Isotemp 500 Series
1	225W	Incubator	CL1	Fisher Scientific	Isotemp 500 Series
1	226	Incubator	CL1	Shell lab	
1	405	Incubator	CL1	Thermo Forma	Sterilcult (HEPA) 3310

Solicitation No. - N° de l'invitation  
W7702-226338/A  
Client Ref. No. - N° de réf. du client  
W7702-226338

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

Buyer ID - Id de l'acheteur  
ca1141  
CCC No./N° CCC - FMS No./N° VME

1	402	Incubator	CL1	New Brunswick Scientific	Innova 42R
1	402	Incubator	CL1	New Brunswick Scientific	Innova 42R
1	414/415	Incubator	CL1	Thermo Forma	Stericult 3307
1	106	Centrifuge	CL3	IEC	Multi RF120
1	202	Centrifuge	CL3	Beckman	Avanti J-E
1	206	Centrifuge	CL3	Beckman	Avanti J-E
600	135	Centrifuge	CL2	Eppendorf	5424R
601	LAB	Centrifuge	CL2	Thermo	IEC 21000R
601	LAB	Centrifuge	CL2	Eppendorf	5415R
1	103	Centrifuge	CL2	Thermo Scientific	refrigerated
1	114A	Centrifuge	CL2	Eppendorf	5417C
1	202	Centrifuge	CL2	Beckman	Optima L-90K
1	209	Centrifuge	CL2	Beckman	Allegra X-14R
1	209	Centrifuge	CL2	Eppendorf	5415D
1	209	Centrifuge	CL2	Eppendorf	5415R
1	209	Centrifuge	CL2	Beckman	Microfuge 18
1	210	Centrifuge	CL2	Eppendorf	5415R
1	129/130	Centrifuge	CL1	Eppendorf	5424
1	129/130	Centrifuge	CL1	Fisher Scientific	Accuspin Micro 17R
1	129/130	Centrifuge	CL1	Beckman	Allegra X22-R
1	129/130	Centrifuge	CL1	Thermo Scientific	Sorvall MtX150
1	222	Centrifuge	CL1	Eppendorf	5417C
1	222	Centrifuge	CL1	Eppendorf	5430R
1	222	Centrifuge	CL1	Eppendorf	5415R
1	222	Centrifuge	CL1	Beckman Coulture	Microfuge 18
1	223	Centrifuge	CL1	Beckman	Allegra 6R
1	402	Centrifuge	CL1	Eppendorf	5430R
1	402	Centrifuge	CL1	Eppendorf	5453
1	402	Centrifuge	CL1	Beckman	CS-6R
1	402	Centrifuge	CL1	Beckman	Microfuge 22R
1	405	Centrifuge	CL1	Beckman	Allegra X-12R
1	414/415	Centrifuge	CL1	Eppendorf	5430R
1	414/415	Centrifuge	CL1	Beckman	Microfuge 22R
1	414/415	Centrifuge	CL1	Eppendorf	5424
1	106	Microscope	CL3	Zeiss	Axioskop 40
1	106	Microscope	CL3	Zeiss	Standard Model 14
1	206	Microscope	CL3	Zeiss	Televal 31 Inverted
1	206	Microscope	CL3	AMG	EVOS FL
1	103	Microscope	CL2	Partec	Cyscope HP
1	203	Microscope	CL2	Zeiss	Televal 31 Inverted
1	207	Microscope	CL2	AMG	EVOS FL
1	207	Microscope	CL2	VWR	VistaVision
601	LAB	Microscope	CL2	Zeiss	Axiolmager A2 Colibri, LED Fluorescent
601	LAB	Microscope	CL2	Zeiss	Axioskop 40, Hg Fluorescent



600	135	Microscope	CL2	Nikon	Eclipse E400
600	135	Microscope	CL2	Nikon	Eclipse E600
1	223	Microscope	CL1	Kyowa	Medilux-12
1	405	Microscope	CL1	Nikon	Eclipse E600
1	414/415	Microscope	CL1	Zeiss	
Redtech		Microscope	CL1	AMG	EVOS FL
1	106	Balances	CL3	Mettler Toledo	PB3002-S
1	106	Balances	CL3	Mettler Toledo	AB204
1	206	Balances	CL3	Sartorius	BP1200
1	103	Balances	CL2	Ohaus	Adventurer AX4201
1	112A	Balances	CL2	Denver Instruments	MXX-601
1	112A	Balances	CL2	Ohaus	Navigator XL NVL2101/1
1	115	Balances	CL2	Mettler Toledo	PB303-S
600	135	Balances	CL2	Sartorius	TE612
1	201	Balances	CL2	Mettler Toledo	ME204
1	201	Balances	CL2	Mettler Toledo	PB3002
1	200A	Balances	CL2	Mettler Toledo	PB602-S
1	209	Balances	CL2	Ohaus	Adventurer AX223
1	129/130	Balances	CL1	Mettler Toledo	XS1003S
1	129/130	Balances	CL1	Mettler Toledo	MS304S
1	129/130	Balances	CL1	Mettler Toledo	AB304-S
1	129/130	Balances	CL1	Denver Instruments	XP300
1	222	Balances	CL1	Denver Instruments	TC203
1	223	Balances	CL1	Ohaus	Adventurer Pro AV412C
1	402	Balances	CL1	Ohaus	Navigator N12120
1	402	Balances	CL1	Ohaus	Adventurer AX223
1	414/415	Balances	CL1	Ohaus	Adventurer AX223
600	135	H20	CL2	Millipore	Direct-Q 3 UV
601	Vestibule	H20	CL1	Barnstead	Nanopure
601	LAB	H20	CL2	Barnstead	Nanopure
1	103	H20	CL2	Barnstead	Nanopure
1	129/130	H20	CL1	Barnstead	Nanopure
1	203	H20	CL2	Barnstead	Nanopure Diamond
1	222	H20	CL1	Barnstead	Micropure
1	402	H20	CL1	Barnstead	Nanopure Diamond
1	222	PCR	CL1	Eppendorf	Mastercycler Gradient
1	222	PCR	CL1	Eppendorf	Mastercycler Gradient
1	402	PCR	CL1	ABI	VeritPro96
1	402	PCR	CL1	ABI	VeritPro96

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**ANNEX "A1"****MANDATORY EVALUATION CRITERIA**

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

	CRITERIA	MET	NOT MET	SUPPORTING DOCUMENTATION  (provide explanation or reference attached materials)
M1	Must have experience in service and repair in a variety of lab equipment. (incubators, centrifuges, balances, microscopes, water purification, PCR)			

**AND**

**The bidder certifies that it can perform all work listed in Annex "A" – Statement of Work.**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

ANNEX “B”

BASIS OF PAYMENT

- Bidders must fill in each blank in each of the tables below. Failure to fill in any blank will deem the bid non-responsive.
- Prices and percentages quoted must include all costs associated with providing the service (including freight charges) in accordance with Annex “A” Statement of Work and must remain firm for the period of the standing offer.
- In exceptional circumstances where DRDC specifically requests product or material that will have additional freight charges e.g. due to the short timeframe that the part is required within, then the additional freight charges must be pre-approved by DRDC. In this situation, freight charges must be listed as a separate line item on the invoice.
- GST/HST is excluded from the prices below. GST/HST, if applicable, is to be shown as a separate line item on invoices for the contract.
- The standing offer will be issued in Canadian dollars.
- **Estimated usages on the following tables are for evaluation purposes only, and do not guarantee any amount of actual usage. They will not form part of the final Standing Offer. Actual usages may vary from the estimated usages recorded in the following tables.**
- Travel costs are to be included in Firm Hourly Rates, and not included separately.

Table 1 - Task 5.1 and Task 5.2 - FIRM REQUIREMENTS

Item	Description	Estimated Quantity	Unit Price (CAD)	Extended Price / Yearly Total (CAD)
1	Firm Year 1 (dates TBD) Inspection as described in Task 5.1 Must include all travel costs	2 /Per Year	\$ _____ / LOT	\$ _____

2	<b>Firm Year 1 (dates TBD)</b> <b>Preventative Maintenance as described in 5.2</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____
3	<b>Option Year 1 (dates TBD)</b> <b>Inspection as described in Task 5.1</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____
4	<b>Option Year 1 (dates TBD)</b> <b>Preventative Maintenance as described in 5.2</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____
5	<b>Option Year 2 (dates TBD)</b> <b>Inspection as described in Task 5.1</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____
6	<b>Option Year 2 (dates TBD)</b> <b>Preventative Maintenance as described in 5.2</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____

7	<b>Option Year 3 dates TBD)</b> <b>Inspection as described in Task 5.1</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____
8	<b>Option Year 3 (dates TBD)</b> <b>Preventative Maintenance as described in 5.2</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____
9	<b>Option Year 4 dates TBD)</b> <b>Inspection as described in Task 5.1</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____
10	<b>Option Year 4 (dates TBD)</b> <b>Preventative Maintenance as described in 5.2</b> <b>Must include all travel costs</b>	2 /Per Year	\$ _____ / LOT	\$ _____
	<b>Subtotal</b>			\$ _____

**Table 2 - Task 5.3 (Repairs / Labor) - AS AND WHEN REQUESTED REQUIREMENTS**

Item	Description	Estimated Yearly Usage	Firm Hourly Rate (CAD)	Evaluated Total
11	<b>Firm Year 1 (dates TBD)</b> <b>Task 5.3 Repairs – Regular Working hours</b> <b>From 8:30 am to 4:30 pm</b>	60 / Hours Per Year	\$ _____/hr	\$ _____
12	<b>Firm Year 1 (dates TBD)</b> <b><u>Service Call Outside of Preventative Maintenance Visit</u></b> Normal Working Hours (Lump sum value covering costs associated with travel to and from DRDC Suffield. Travel costs will not be reimbursed separately.) This cost will only cover service calls outside the preventative maintenance visits.	TBD	\$ _____ / Per Trip	\$ _____/Trip
13	<b>Option Year 1 (dates TBD)</b> <b>Task 5.3 Repairs – Regular Working hours</b> <b>From 8:30 am to 4:30 pm</b>	60 / Hours Per Year	\$ _____/hr	\$ _____

14	<b>Option Year 1 (dates TBD)</b> <b><u>Service Call Outside of Preventative Maintenance Visit</u></b> Normal Working Hours (Lump sum value covering costs associated with travel to and from DRDC Suffield. Travel costs will not be reimbursed separately.) This cost will only cover service calls outside the preventative maintenance visit.	TBD	\$ _____ / Per Trip	\$ _____ / Trip
15	<b>Option Year 2 (dates TBD)</b> <b>Task 5.3 Repairs – Regular Working hours</b> <b>From 8:30 am to 4:30 pm</b>	60 / Hours Per Year	\$ _____ /hr	\$ _____
16	<b>Option Year 2 (dates TBD)</b> <b><u>Service Call Outside of Preventative Maintenance Visit</u></b> Normal Working Hours (Lump sum value covering costs associated with travel to and from DRDC Suffield. Travel costs will not be reimbursed separately.) This cost will only cover service calls outside the preventative maintenance visit.	TBD	\$ _____ / Per Trip	\$ _____ / Trip
17	<b>Option Year 3 (dates TBD)</b> <b>Task 5.3 Repairs – Regular Working hours</b> <b>From 8:30 am to 4:30 pm</b>	60 / Hours Per Year	\$ _____ /hr	\$ _____

18	<b>Option Year 3 (dates TBD)</b> <b><u>Service Call Outside of Preventative Maintenance Visit</u></b> Normal Working Hours (Lump sum value covering costs associated with travel to and from DRDC Suffield. Travel costs will not be reimbursed separately.) This cost will only cover service calls outside the preventative maintenance visit.	TBD	\$ _____ / Per Trip	\$ _____ / Trip
19	<b>Option Year 4 (dates TBD)</b> <b>Task 5.3 Repairs – Regular Working hours</b> <b>From 8:30 am to 4:30 pm</b>	60 / Hours Per Year	\$ _____ /hr	\$ _____
20	<b>Option Year 4 (dates TBD)</b> <b><u>Service Call Outside of Preventative Maintenance Visit</u></b> Normal Working Hours (Lump sum value covering costs associated with travel to and from DRDC Suffield. Travel costs will not be reimbursed separately.) This cost will only cover service calls outside the preventative maintenance visit.	TBD	\$ _____ / Per Trip	\$ _____ / Trip
<b>Subtotal</b>				\$ _____



Table 3 - Task 5.3 (Parts) - AS AND WHEN REQUESTED REQUIREMENTS

Item	Description	Estimated Usage	Percentage	Evaluated Total
21	Firm Year 1 (dates TBD) Material and replacement parts	Estimated material and replacement parts expenditure = \$9,500.00/year	List price of material and replacement parts less discount OR plus markup (bidder is to indicate which) of %	\$
22	Option Year 1 (dates TBD) Material and replacement parts	Estimated material and replacement parts expenditure = \$9,500.00/year	List price of material and replacement parts less discount OR plus markup (bidder is to indicate which) of %	\$
23	Option Year 2 (dates TBD) Material and replacement parts	Estimated material and replacement parts expenditure = \$9,500.00/year	List price of material and replacement parts less discount OR plus markup (bidder is to indicate which) of %	\$
24	Option Year 3 (dates TBD) Material and replacement parts	Estimated material and replacement parts expenditure = \$9,500.00/year	List price of material and replacement parts less discount OR plus markup (bidder is to indicate which) of %	\$
25	Option Year 4 (dates TBD) Material and replacement parts	Estimated material and replacement parts expenditure = \$9,500.00/year	List price of material and replacement parts less discount OR plus markup (bidder is to indicate which) of %	\$
Subtotal				\$
Total Evaluated Bid Price				\$

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ca1141  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST**

*(insert if applicable)*



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Department of National Defense</b>		2. Branch or Directorate / Direction générale ou Direction <b>DRDC Suffield Research Center</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provide inspection of the equipment and perform any service required to return to operations.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No / Non ☐ Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No / Non ☐ Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No / Non ☐ Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

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File No. - N° du dossier

Buyer ID - Id de l'acheteur  
ca1141  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by 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)

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**ANNEX "E"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572 OR DND 626 TASK AUTHORIZATION FORM**

Buyer ID - Id de l'acheteur  
cal141  
CCC No./N° CCC - FMS No./N° VME

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



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Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

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

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

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

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

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

**Services**

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

**Cost**

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

**GST/HST**

The GST/HST cost as appropriate.

**Total**

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

**Applicable only to PWGSC contracts**

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

**Note:**

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

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

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

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

**Augmentation/Réduction**

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

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédiez à**

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

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

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

**Services**

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

**Prix**

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

**TPS/TVH**

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

**Total**

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

**Ne s'applique qu'aux contrats de TPSGC**

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

**Nota :**

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

## ANNEX "F"

### TASK AUTHORIZATION PERIODIC USAGE REPORTS

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

[PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca)