

**REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E - AVIATION REPLACEMENT PARTS  
ANNEX A – STATEMENT OF REQUIREMENT**

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**1. Purpose**

On behalf of the Department of National Defence (DND), Director General Aerospace Equipment Program Management (DGAEPM), Directorate of Aerospace Procurement (DAP), this Supply Arrangement (SA) is to acquire Aviation Replacement Parts.

**2. Requirement**

The Scope of Requirement (SOR) covers the following aircraft fleets and end users:

Globemaster III (DAP 4), Buffalo (DAP 4), Twin Otter (DAP 4), CC130-J Hercules (DAP 4), Tutor (DAP 5), Aurora (DAP 6), Chinook (DAP 8), CT142 Dash-8 (402 Squadron) and common parts (DAP 2).

2.1 This SA is being issued to acquire Approved Aviation Replacement Parts from sources acceptable to the Technical Airworthiness Authority (TAA) which meet the same Form, Fit and Function of the above mentioned aircraft fleets, approved Technical Data Package (TDP), on an as and when required basis.

2.2 The Aviation Replacement Parts are defined as: parts, components, accessories, hardware, tires, etc. that meet the type design Approved Parts List (APL) which is defined within the Goods & Services Identification Number (GSIN) Codes categories provided in Attachment A1.

2.3 DND Aircraft Fleets supported by this SA consist of the following models and quantities:

PLATFORM	QUANTITY	MANUFACTURER	LOCATION
CC115 Buffalo	6	Viking, General Electric	Comox, BC
CC138 Twin Otter	4	Viking, Pratt & Whitney	Yellowknife, NWT
CC177 Globemaster III	5	Boeing	Trenton, ON
CH147F Chinook	15	Boeing, Honeywell	Petawawa, ON
CT114 Tutor	26	IMP, L3	Moose Jaw, SK and Cold Lake, AL
CP140 Aurora	14	Lockheed Martin	Comox, BC and Greenwood, NS
CT142 Dash-8	4	DeHavilland	Winnipeg, MB
CC130J Hercules	17	Lockheed Martin	Trenton, ON

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**3. Military Aviation Replacement Parts**

Approved parts are parts that are listed in the Approved Parts List, (APL) that are received from sources acceptable to the TAA, and that are supported by mandatory documentation proving traceability and certifying conformance to an approved type design.

**3.1 Material condition**

The following categories do not apply to standard and commercial parts. Standard parts consist of common hardware parts and raw materials, not necessarily designed for aviation use, produced to recognized industry or government specifications, which are available without proprietary limitations (such as Society of Automotive Engineers (SAE), National Aerospace Standard (NAS), Army-Navy Aeronautical Standard (AN), and Military Standard (MS) hardware items). Commercial parts consist of common non-aeronautical parts produced to recognized industry specifications and available on the commercial market. Deliverable standard and commercial parts must be in a new condition.

**3.1.1 Category #1 - New Materiel**

Deliverable end items to be manufactured or which have been manufactured but not used, which are supplied by:

- a) the owner of the design or manufacturing rights to the items; or,
- b) the authorized manufacturer or agent/distributor of the owner of the design or manufacturing rights to the items; or
- c) distributors approved by Transport Canada (TC) or accredited by the Aviation Suppliers Association, for parts that have an application to a civilian type certified aircraft; or
- d) maintenance organizations approved/accredited by TC, the Department of National Defence (DND)/Canadian Forces Technical Airworthiness Authority or repair stations certified by the Federal Aviation Administration (FAA).

**3.1.2 Category #2 - New Surplus Materiel**

Any deliverable end items, unused and supplied by an entity other than Category #1 sources. Full traceability documentation back to the owner of the design or manufacturing rights to the items or their authorized manufacturer or agent/distributor is required.

**3.1.3 Category #3 - Other Condition**

Any deliverable end item condition other than Category # 1 or Category #2. Should the Bidder be offering deliverable end items in Category #3, a complete description of the item's condition and all available traceability documentation is required either with its bid or within the specified timeframe given by the Contracting Authority. Bids containing parts identified in this category are subject to evaluation by the Technical Authority (TA).

**3.2 Alternate Part**

3.2.1 The Part Number and NATO Supply Code for Manufacturers (NSCM(s)), or the Commercial And Government Entity (CAGE) code indicated in the bid solicitation are the only ones known to the Department of National Defence that correlate to the form, fit and function requirements of the Original Equipment Manufacturer (OEM) approved type design of the aircraft in which they will be installed.

3.2.2 If the Bidder proposes to supply any part with an alternative Part Number or NSCM/CAGE code, the Bidder must provide, either with its bid or within the specified timeframe given by the Contracting Authority, all the technical information (e.g. drawings, specifications, engineering reports, and/or test reports, etc.) necessary to clearly demonstrate that the part proposed has the form, fit and function characteristics equivalent to the Part Number(s) and NSCM/CAGE code(s) specified in the bid solicitation. Bids containing alternate parts are subject to evaluation by the Technical Authority (TA).

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**3.3 Unapproved Part**

3.3.1 Unapproved parts are those parts that do not meet the criteria of an approved replacement part, including:

- a. missing or insufficient documentation certifying their conformance to the approved type design;
- b. cannot be traced to an acceptable source;
- c. insufficient maintenance history if applicable;
- d. damage during shipment or handling;
- e. failing an organization's incoming inspection; or
- f. becomes suspect for any reason throughout the life of the part.

3.3.2 Unapproved parts are further broken into two categories:

- a. Undocumented parts – which do not have the proper airworthiness documentation to prove product conformance, manufacturing traceability, maintenance history and/or part usage.
- b. Non-conforming part – which are not authorized for use on an aeronautical product:
  - a. are fraudulent or rejected manufactured parts;
  - b. have exceeded wear or damage limits with no potential for repair
  - c. are time-expired (shelf life parts);
  - d. have been modified or reworked, where the modification or rework is unacceptable and irreversible;
  - e. have been exposed to extreme force or heat and cannot be restored;
  - f. life limited parts that have reached the end of their life limit or have a missing/incomplete documentation of life consumption; or
  - g. have failed recertification.

Canada reserves the right to disqualify any approved suppliers who repeatedly (typically more than once) provide parts that do not meet the requirements of an approved part within the meaning of this SA.

**4. Required Airworthiness Certification**

4.1 The Contractor must provide airworthiness documentation, for each unit of issue, within the interior packaging or attached to the good(s) supplied under the resulting contract. Note that this requirement is in addition to documentation required in support of invoice payment or other documentation requirements identified within the Contract.

The airworthiness documentation must include positive identification of the item by type, class style, grade, model, part number, description, nomenclature, and/or serial number, as applicable. Proof of conformance may be satisfied by fulfilling conditions in paragraphs a. and b. below, or by providing documentation listed in paragraph c. below, as follows:

- a. Evidence of proof of conformance consisting of a Maintenance Release signature by an authorized individual within a maintenance organization acceptable by the TAA and either:
  - i. The original manufacturing product conformance certification or the material product conformance certification; or
  - ii. Identification of the aeronautical product from which the part was removed with the historical information to prove that it is an authentic part; and

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- b. If applicable, usage and maintenance historical information necessary to return the part to service including:
  - i. Airworthiness Directive status or equivalent;
  - ii. modification status; and
  - iii. maintenance record of the last servicing/repair (tear-down report) listing major parts replaced, or for life limited parts, of the last overhaul and any other maintenance accomplished since the last overhaul including the appropriate maintenance release certifications; and
  - iv. For life limited parts, total hours and/or cycles on the part since new and any usage history, which may impose a penalty to the remaining life of the part.
  
- c. The material product conformance certification, which may take the following forms:
  - i. Manufacturer's Certificate of Conformance or Release Certificate issued in accordance with the acceptable manufacturer's approved procedures and signed by an authorized individual from the TAA acceptable manufacturer;
  - ii. Transport Canada, Form One (formerly TCCA 24-0078), Authorized Released Certificate, signed by a TC authorized inspector;
  - iii. Airworthiness Approval Tag (FAA 8130-4 for Major equipment or FAA 8130-3 for components and appliances or standard/commercial parts) signed by an authorized FAA representative;
  - iv. Joint Aviation Authorities (JAA)/European Aviation Safety Agency (EASA) Form, One Authorized Release Certificate, signed by an authorized EASA inspector; or
  - v. OEM's or OEM's approved manufacturer's Certificate of Conformance; which includes:
    - 1. positive identification of the item by type, class style, grade, model, part number, description, nomenclature, and/or serial number, as applicable;
    - 2. either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following: "I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations." and
    - 3. identification of both the authorized signatory and organization.

4.2 Bidders must include a copy of the applicable airworthiness documents identified above for each item contained in their response to the bid solicitation.

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4.3 Used parts being supplied that have been repaired or modified using data other than the manufacturer's recommendations or instructions for continued airworthiness will require the certification basis for the repair data (e.g. TCCA Repair Design Approval, FAA Form 8110-3) to support the proposed part.

**5. Military Aviation Replacement Parts - Maintenance of Records:**

The Contractor must retain, maintain and keep available for review, for three (3) years following delivery of the last item under the contract, records of the manufacturer sufficient to constitute proof of origin. These records include the following:

- a. sufficient information to identify the item by type, class, style, grade (including lot or batch number), cast number, the source of the part, and the date and place of manufacture, as appropriate;
- b. the name and description (or other positive identification) of, and the application issue of, the specification, drawing, process and inspection requirements, as appropriate;
- c. records of all inspections and tests carried out, including those carried out on behalf of either the manufacturer or the Contractor;
- d. copies of any Certificate of Conformance or Certificate of Compliance issued by the manufacturer; and
- e. any other relevant technical data.

**6. Approved Source of Supply**

An approved source of supply is an organization acceptable to the TAA as a source of approved parts. Examples of TAA approved sources of supply are:

- a. Original Equipment Manufacturers (OEMs);
- b. TAA Authorized Manufacturing Organizations (AMfgOs);
- c. OEM approved distributors;
- d. Transport Canada (TC) and Federal Aviation Administration (FAA) approved parts (PDA & PMA) manufactured;
- e. Aviation Suppliers Association (ASA) accredited distributors;
- f. TC Aircraft Manufacturing Organizations (AMOs);
- g. TAA AMOs; and
- h. FAA certificated repair stations.

Parts distributors that are not accredited or recognized by the TAA may supply replacement parts providing that they provide the required proof of conformance documentation and documentation clearly showing traceability to one of the TAA acceptable parts supply organization as long as they are able to provide the proof of conformance documentation listed in para 4.

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**7. Materiel Priority Codes**

Based on the urgency of the procurement, all requirements will be submitted with a Materiel Priority Code. These codes are a hierarchal numerical code based on the associated risk of going without the materiel. These codes will determine the operational urgency of each requirement.

**Aircraft on the Ground (AOG)** - Requested Delivery Date (RDD) is 24 hours after contract award. This priority is reserved for operational requirements for material and/or goods that is required to satisfy High Priority Request (HPR) requirements.

**Material Priority Code (MPC) 1 – Operational Critical** – RDD is between 1 and 6 days. This priority is reserved for High Priority Requisition (HPR) for materiel that is required to satisfy critical operational requirements that meet the following strict criteria:

- a) The materiel is critically required to ensure uninterrupted performance of an assigned international or domestic mission;
- b) The materiel is required to repair or replace damaged or inoperative major equipment in support of critical operational imperatives; and
- c) The materiel is required to repair or replace minor equipment without which critical major equipment cannot meet mission commitments.

**Material Priority Code (MPC) 2 – Essential** – RDD is between 7 and 14 days. This MPC is used to designate all materiel requirements that do not meet the criteria for MPC 1 and failure to deliver the materiel by the RDD may significantly impact mission mounting operations, exercises or static operations where maintenance planning and force generation tasks will be significantly affected by the failure to deliver on the requisitioned materiel requirements.

**Material Priority Code (MPC) 3 - Routine/System Replenishment/Redistribution** – RDD is between 15 and 30 days. This MPC is used for all other requirements that do not conform to MPC 1 and 2 criteria and typically describes the day-to-day static operational and training requirements. It is used for routine sustainment and replenishment both in Canada and overseas.

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### ANNEX A - ATTACHMENT A1 – GOODS AND SERVICES IDENTIFICATION NUMBER (GSIN)

\*\* Under this Supply Arrangement the below GSINS may only be used to acquire aviation replacement parts.\*\*

<u>15</u>	Aircraft and Airframe Structural Components
<u>16</u>	Aircraft Components and Accessories
<u>17</u>	Aircraft Launching, Landing, and Ground Handling Equipment
<u>26</u>	Tires and Tubes
<u>28</u>	Engines, Turbines and Components
<u>29</u>	Engine Accessories
<u>30</u>	Mechanical Power Transmission Equipment
<u>31</u>	Bearings
<u>39</u>	Materials Handling Equipment
<u>40</u>	Rope, Cable, Chain and Fittings
<u>47</u>	Pipe, Tubing, Hose and Fittings
<u>48</u>	Valves
<u>51</u>	Hand Tools
<u>53</u>	Hardware and Abrasives
<u>58</u>	Communication, Detection, and Coherent Radiation Equipment
<u>59</u>	Electrical and Electronic Equipment Components
<u>61</u>	Electric Wire and Power and Distribution Equipment
<u>62</u>	Lighting Fixtures and Lamps
<u>66</u>	Instruments and Laboratory Equipment <b>*New*</b>
<u>68</u>	Chemicals and Chemical Products
<u>69</u>	Training Aids and Devices
<u>79</u>	Cleaning Equipment and Supplies
<u>80</u>	Brushes, Paints, Sealers, and Adhesives
<u>81</u>	Containers, Packaging and Packing Supplies
<u>93</u>	Nonmetallic Fabricated Materials
<u>95</u>	Metal Bars, Sheets, and Shapes
<u>99</u>	Miscellaneous

**NOTE: DND reserves the right to modify the list of GSINs without notice.**

## ANNEX A - ATTACHMENT A2. - PERIODIC USAGE REPORT

YEAR X - Quarter X  
From (date) to (date)

Date	Contract #	Items #	Contract Amount CAD (taxes included if applicable)	Contract Amount USD (taxes included if applicable)
		0	\$0.00	\$0.00

**If no goods are provided during the given period, you must still provide a NIL report.  
Also, please provide the requested information below.**

Name of the company:	
Procurement Business Number (PBN):	
Supply Arrangement #:	
Signature:	
Date:	



**ANNEX A - Attachment A3. Standard procurement clauses**

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The information provided in this Article, and the links provided, is for general reference purposes only and should in no circumstance contravene the instructions of the Trade Agreements. The Contracting Authority is responsible for validating the information for each requirement.

The Standard Procurement Clauses and potentially other clauses will form part of subsequent Request for Proposals under the Supply Arrangement (SA) and are available in the Standard Acquisition Clauses and Conditions (SACC) Manual at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/TABLE/11>.

**A9006C (2012-07-16) - Defence Contract:**

The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the *Defence Production Act*.

**B3000T (2006-06-16) – Equivalent Products:**

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
  - a. designates the brand name, model and/or part number of the substitute product;
  - b. states that the substitute product is fully interchangeable with the item specified;
  - c. provides complete specifications and descriptive literature for each substitute product;
  - d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
  - e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
  - a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

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**B1202C (2007-05-25) - Age Control of Elastomeric Materials:**

The Contractor must apply age control for age sensitive elastomeric materials as specified in Canadian Forces specification *CFTO D-05-001-001/SF-000* (refers to Society of Automotive Engineering, Aerospace Recommended Practices for age control of aerospace elastomeric materials) to all aircraft, aircraft components, aircraft accessories and to elastomeric items when the elastomeric items are used in contact with fuel, hydraulic fluid, oil, alcohol, or oxygen, or when the elastomeric items form part of a pneumatic, coolant or any other fluid or gaseous systems. Canada will not accept products that do not comply with the above specification.

**B1204C (2011-05-16) - Shelf Life:**

***Option 1:***

The Contractor must ensure that item(s) \_\_\_\_\_ will contain 75 percent of the authorized shelf life as listed in *ISO 2230* at date of delivery to the Department of National Defence.

***Option 2:***

The Contractor must ensure that item(s) \_\_\_\_\_ will contain 75 percent of the authorized shelf life as listed in *CFTO D-05-001-001/SF-000* at date of delivery to the Department of National Defence.

**B4047C (2007-05-25) - Marking of Aircraft Hose Assemblies:**

All rubber hose assemblies and all medium and high pressure teflon hose assemblies for aerospace applications, must have a permanent identification band attached by welding.

**B4060C (2011-05-16) – Controlled Goods**

The Contract involves controlled goods as defined in the Schedule to the [\*Defence Production Act\*](#). The Contractor must identify those controlled goods to the Department of National Defence.

**D2000C (2007-11-30) – Marking:**

The Contractor must ensure that the manufacturer's name and part number are clearly stamped or etched on each item for positive identification purposes.

**D2001C (2007-11-30) – Labelling:**

The Contractor must ensure that the manufacturer's and specification numbers appear on each item, either printed on the container or on an adhesive label of highest commercial standard affixed to the container.

**D2015C (2010-01-11) - Additional Package Markings – Identical items**

1. The Contractor must ensure that in addition to the required interior and exterior package markings, the following information is provided (to be confirm in the RFP the item number and requirement):

- a) specification number;
- b) manufacturer's name;
- c) drawing number;
- d) batch or lot number;
- e) qualification number;
- f) cure date of rubber components;
- g) data required by the contract or by the commodity specification;
- h) date of manufacture;
- i) date of repair or overhaul;
- j) name of repair or overhaul contractor;
- k) modification status;

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- l) serial number; and
- m) expiration date of shelf life.

2. These markings must be applied and positioned in accordance with Canadian Forces Packaging Specification D-LM-008-002/SF-001.

**D2016C (2010-01-11) - Additional Package Markings – Different items:**

1. The Contractor must ensure that in addition to the required interior and exterior package markings, the following information is provided (to be confirm in the RFP the item number and requirement):

- a) specification number;
- b) manufacturer's name;
- c) drawing number;
- d) batch or lot number;
- e) qualification number;
- f) cure date of rubber components;
- g) data required by the contract or by the commodity specification;
- h) date of manufacture;
- i) date of repair or overhaul;
- j) name of repair or overhaul contractor;
- k) modification status;
- l) serial number; and
- m) expiration date of shelf life.

2. These markings must be applied and positioned in accordance with Canadian Forces Packaging Specification D-LM-008-002/SF-001.

**D2025C (2017-08-17) - Wood packaging materials:**

All wood packaging materials used in shipping must conform to the International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade (ISPM 15). Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

D-98-08 - Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States D-13-01 – Canadian Heat Treated Wood Products Certification Program (HT Program).

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**D3010C (2016-01-28) - Delivery of Dangerous Goods/Hazardous Products:**

1. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
  - a. shipping container - in accordance with the [Transportation of Dangerous Goods Act](#), 1992, c. 34; and
  - b. immediate product container - in accordance with the [Hazardous Products Act](#), R.S., 1985, c. H-3.
2. The Contractor must provide bilingual Safety Data Sheets, indicating the NATO Stock Number as follows:
  - a. two hard copies:
    - i. one copy to be enclosed with the shipment, and
    - ii. one copy to be mailed to:  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Attention: DSCO 5-4-2
  - b. one copy sent in any electronic format to the following address: [MSDS-FS@FORCES.GC.CA](mailto:MSDS-FS@FORCES.GC.CA).
3. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.
5. The Contractor must contact the consignee (i.e. Supply Depot Traffic Section) at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

**D3013C (2007-11-30) - Preparation for Delivery - Canadian-based Contractor:**

1. Preservation and packaging for items \_\_\_\_\_ must be in accordance with the Canadian Forces packaging specification *D-LM-008-001/SF-001*, and must be marked to *D-LM-008-002/SF-001*. Form Level B **Pkg Data Form Req'd** must be in accordance with *D-LM-008-011/SF-001*.
2. Packaging data forms previously approved by Canadian authorities are acceptable.
3. Approved coded packaging data is shown immediately below the description of the item to which it applies. Where no data is shown, the Contractor must submit a packaging data form for approval.

**D3015C (2014-09-25) - Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance:**

1. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.
2. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
3. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
4. The Contractor must adhere to all applicable laws regarding dangerous goods/hazardous products.

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**D3016C (2014-09-25) - Preparation for Delivery - Canadian Forces Packaging Specifications:**

The Contractor must prepare item(s) \_\_\_\_\_ for delivery in accordance with the latest issue of the Canadian Forces packaging specifications \_\_\_\_\_.

- a. D-LM-008-015/SF-000, Piezoelectric Crystals;
- b. D-LM-008-026/SF-001, Preformed Packing, Gaskets or Seals (rubber natural/synthetic, cork, asbestos or leather);
- c. D-LM-008-027/SF-001, Small Arms Weapons;
- d. D-LM-008-030/SF-001, Hose, Rubber, Plastic, Fabric or Metal (including tubing) and Fittings, Nozzles and Strainers;
- e. D-LM-008-033/SF-000, Maritime Bearings, Matched Sets;
- f. D-LM-008-035/SF-001, Electrostatic Discharge Protective Packaging - Electronic Parts, Assemblies and Equipment;
- g. D-LM-008-037/SF-000, Antifriction Bearings (other than instrument precision bearings).

**D3018C (2014-09-25) - Packaging Requirement using Specification D-LM-008-036/SF-000:**

The Contractor must prepare item number(s) \_\_\_\_\_ for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package item number(s) \_\_\_\_\_ in quantities of \_\_\_\_\_ (to be insert at RFP) by package.

**D3019C (2007-11-30) - Preparation for Delivery - United States-based Contractor:**

1. Preservation and packaging for items \_\_\_\_\_ must be in accordance with the current issue of United States (U.S.) Department of Defense Military Standard MIL-STD-2073 and must be marked to MIL-STD-129.
2. Packaging data forms previously approved by U.S. authorities are acceptable.
3. Approved coded packaging data is shown immediately below the description of the item to which it applies. Where no data is shown, the Contractor must submit a packaging data form for approval.

**D5510C (2017-08-17) - Quality assurance authority (Department of National Defence): Canadian-based contractor:**

All work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR).

Director of Quality Assurance  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)

Within 48 hours of contract award, the Contractor must contact the QAR. The name, location and phone number of the QAR can be obtained from the nearest National Defence Quality Assurance Region (NDQAR) listed below:

- Atlantic - Halifax 902-427-7224 or 902-427-7150
- Quebec - Montreal 514-732-4401 or 514-732-4477
- Quebec - Quebec City 418-694-5996

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- National Capital Region - Ottawa 819-939-8605 or 819-939-8608
- Ontario - Toronto 416-635-4404, ext. 6081 or 2754
- Ontario - London 519-964-5757
- Manitoba/Saskatchewan - Winnipeg 204-833-2500, ext. 6574
- Alberta - Calgary 403-410-2320, ext. 3830
- Alberta - Edmonton 780-973-4011, ext. 2276
- British Columbia - Vancouver 604-225-2520, ext. 2460
- British Columbia - Victoria 250-363-5662

The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.

The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.

Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

**D5515C (2010-01-11) - Quality Assurance Authority (Department of National Defence) - Foreign-based and United States Contractor:**

All work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR).

Director of Quality Assurance  
National Defence Headquarters  
Major-General George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)

If the Contractor has not been contacted by the QAR performing GQA in the Contractor's facility or area within forty-five (45) working days of award of the Contract, the Contractor must notify the Contracting Authority.

Where no official arrangements for mutual GQA have been concluded, the Department of National Defence will arrange for the GQA services to be conducted by a National Quality Assurance Authority acceptable to the Director of Quality Assurance. If the GQA services must be provided on a cost-recovery basis, the costs for the services must be accrued against the Contract and be discharged through separate invoicing.

The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.

The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.

Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

**ANNEX A - Attachment A3. Standard procurement clauses**

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**D5540C (2021-05-20) ISO 9001:2015 Quality Management Systems - Requirements (Quality Assurance Code Q)**

In the performance of the Work described in the Contract, the Contractor must comply with the requirements of:

*ISO 9001:2015 - Quality management systems - Requirements*, published by the International Organization for Standardization (ISO), current edition at date of submission of Contractor's bid.

It is not intended that the Contractor be registered to ISO 9001; however, the Contractor's quality management system must address all requirements appropriate to the scope of the Work. Only exclusions in accordance with clause A.5 and 4.3 of ISO 9001 are acceptable

Assistance for Government Quality Assurance (GQA)

The Contractor must provide the Quality Assurance Representative (QAR) with the accommodation and facilities required for the proper accomplishment of GQA and must provide any assistance required by the QAR for evaluation, verification, validation, documentation or release of product.

The QAR must have the right of access to any site of the Contractor's, sub-contractors or any sub-tier external providers of goods and/or services where any part of the Work is being carried out. The QAR must be afforded unrestricted opportunity to evaluate and verify Contractor conformity with quality system procedures and to validate product or service conformity with the requirements of the Contract. The Contractor must make available for reasonable use by the QAR the equipment necessary for all validation purposes. Contractor personnel must be made available for operation of such equipment as required.

When the QAR determines that GQA is required at a subcontractors or external provider's facilities, the Contractor must provide for this in the purchasing document or other documented means and forward copies to the QAR, together with relevant technical data as the QAR may request.

The Contractor must notify the QAR of non-conforming product or service received from a subcontractor or external provider when the product or service has been subject to GQA.

For the design, development or maintenance of software, the Contractor must interpret the requirements of *ISO 9001:2015 "Quality management systems - Requirements"*, according to the guidelines of the latest issue (at contract date) of *ISO/IEC 90003:2018 "Software engineering - Guidelines for the application of ISO 9001:2015 to computer software"*.

**D5545C (2019-05-30) - ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code C):**

The Contractor is responsible for implementing a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on *ISO 9001:2015 "Quality management systems - Requirements."*

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the materiel or services provided conform to the drawings, specifications and the requirements of the contract. The Contractor must keep accurate and complete inspection records which must, upon request, be made available to the authorized Department of National Defence (DND) representative, who may make copies and take extracts during the performance of the Contract and for a period of one (1) year after the completion of the Contract.

Despite the above, all materiel is subject to verification and acceptance by DND at destination. The authorized DND representative at destination may either be the consignee(s), the Technical Authority, or the Quality Assurance Authority.



**ANNEX A - Attachment A3. Standard procurement clauses**

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**D5580C (2007-11-30) - Civil Aircraft Inspection (Quality Assurance Code J):**

The Contractor must inspect the Work described in the Contract in compliance with the requirements of the U.S. Federal Aviation Administration (FAA) and/or the Canadian Department of Transport (DOT) civil aircraft regulations. The Work is subject to verification by the Department of National Defence at destination. Proof of inspection must accompany each shipment.

The material must be released for shipment to the consignee(s) using properly completed FAA or DOT approved inspection documents. The completed inspection document(s) must be attached to, or enclosed with, each shipment, as applicable, in compliance with FAA/DOT regulations.

**D5604C (2008-12-12) - Release Documents (Department of National Defence) - Foreign-based Contractor:**

Material must be released for shipment using a Certificate of Conformity in accordance with NATO STANAG 4107 which must be prepared by the Contractor.

**D5605C (2021-05-20) - Release Documents (Department of National Defence) - United States-based Contractor:**

Material must be released for shipment using a DD Form 250, Material Inspection and Receiving Report, or a release document containing the same information and acceptable to the Quality Assurance Representative. The Contractor must prepare the release document(s).

**D5606C (2017-11-28) - Release Documents (Department of National Defence) - Canadian-based Contractor:**

Unless otherwise directed by the Department of National Defence (DND) Quality Assurance Authority, the signature of the DND Quality Assurance Representative on the release document is not required.

Material must be released for shipment using either DND form CF 1280, Certificate of Release, Inspection and Acceptance, or a release document containing the same information. The Contractor must prepare the release document(s).

For return of repair and overhaul material to the Defence Supply Chain, use forms DND 2227/DND 2228 in lieu of DND form CF 1280.

**D5620C (2012-07-16) - Release Documents – Distribution:**

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;
- d. One (1) copy to:  
*National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Attention: \_\_\_\_\_*
- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and



**ANNEX A - Attachment A3. Standard procurement clauses**

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g. For all non-Canadian contractors, one (1) copy to:

*DQA/Contract Administration*

*National Defence Headquarters*

*Mgen George R. Pearkes Building*

*101 Colonel By Drive*

*Ottawa, ON K1A 0K2*

E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca).

**NOTE:** For into-plane refuelling contracts b, c and d above are not required.

**D6010C (2007-11-30) – Palletization:**

1. For all shipments exceeding 0.566 m<sup>3</sup> or 15.88 kg (20 ft<sup>3</sup> or 35 lbs), except for those shipped by courier, the following applies:
  - a. The Contractor must strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48 in. x 40 in.) wood pallets. The four-way forklift entry pallet must be supplied at no charge to Department of National Defence. Total height, including pallet, must not exceed 1.19 m (47 in.). The pallet load must not extend further than 2.54 cm (1 in.) from any edge of the pallet.
  - b. The Contractor must group items by stock number (on the same pallet) within consolidated shipments. Pallet loads composed of more than one stock number must be marked as "**Mixed Items**".
  - c. Individual items exceeding 1.22 m (48 in.) in length or 453.6 kg (1000 lbs) must be secured to larger pallets or must have 10.16 cm x 10.16 cm (4 in. x 4 in.) skids securely fastened to the bottom of the item. Skids must be separated by a minimum of 71.12 cm (28 in.).
2. Any exception requires the prior approval of the Contracting Authority.

**REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS**  
**ANNEX B – SUPPLIER’S PROPOSAL**

---

**Annex B - Supplier’s Proposal is comprised of the following documents:**

Annex B - Table 1: Company identification

Annex B - Table 2: Compliance Matrix

Annex B - Attachment **B1: Mandatory Criteria**

Mandatory Criteria #1 – Company Category

Mandatory Criteria #2 – Aircraft Fleet

Mandatory Criteria #3 – Controlled Good Program

Mandatory Criteria #4 – Procurement Business Number

Annex B - Attachment **B2: Technical Criteria**

Technical Criteria #1 - Aircraft on the Ground (AOG) Procedures

Technical Criteria #2 - Company Profile

Annex B – Attachment **B3: Certifications**

Certification - Form 1 - Integrity Declaration Form

Certification - Form 2 - List of names for integrity verification form

**REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS  
ANNEX B – SUPPLIER’S PROPOSAL**

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**TABLE 1 – Company Identification**

<b>REQUEST FOR SUPPLY ARRANGEMENT NUMBER: W8485-184741/E</b>		
<b>Supplier's full legal name</b>		
<b>Authorized Representative of Supplier for evaluation purposes</b>	Name	
	Title	
	Address	
	Telephone	
	Facsimile	
	Email	
Please indicate your language of preference	<input type="checkbox"/> English <input type="checkbox"/> French	
<p>On behalf of the Supplier, by signing below, I confirm that I have read and comply with the entire Request for Supply Arrangement (RFSA) including the documents incorporated by reference into the RFSA and I certify that:</p> <ol style="list-style-type: none"> <li>1. All the information provided in the bid is complete, true and accurate;</li> <li>2. If the Supplier is awarded a Supply Arrangement, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSA; and</li> <li>3. I confirm that I have fulfilled, signed and provided the first page of the RFSA.</li> </ol>		
<b>Signature of Authorized Representative of Supplier</b>  <b>Date</b>		

**REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS**  
**ANNEX B – SUPPLIER’S PROPOSAL**

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**TABLE 2 – Compliance Matrix**

Annex B - Supplier's proposal	Completed, Comply and provided with the bid.
Table 1 – Company Identification	
Table 2 – Compliance Matrix	
<b>B1. Mandatory Criteria</b>	
Attachment B1. Mandatory Criteria #1 – Company Category	
Attachment B1. Mandatory Criteria #2 – Aircraft Fleet	
Attachment B1. Mandatory Criteria #3 – Controlled Good Program	
Attachment B1. Mandatory Criteria #4 – Procurement Business Number	

<b>B2. Technical Criteria</b>	
Attachment B2. Technical Criteria #1 - Aircraft on the Ground Procedures	
Attachment B2. Technical Criteria #2 - Company Profile	
<b>B3. Certifications</b>	
Attachment B3. Certification - Form 1 – Integrity Declaration Form	
Attachment B3. Certification - Form 2 – List of Names for Integrity verification Form	

REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS

ANNEX B - ATTACHMENT B1 – MANDATORY CRITERIA

MANDATORY CRITERIA # 1 – COMPANY CATEGORY

To be considered responsive for this Supply Arrangement (SA), suppliers must qualify in at least one (1) of the following categories. Suppliers must indicate under which category their company qualify and provide, with their bid, documentation to support their statement.

CATEGORY	DESCRIPTION	NO	YES	SUPPORT DOCUMENT(S)
a	Original Equipment Manufacturers (OEMs).			
b	Technical Airworthiness Authority (TAA) Authorized Manufacturing Organizations (AMfgOs).			
c	OEM approved distributor.			
d	Transport Canada (TC) and Federal Aviation Administration (FAA) approved parts (PDA & PMA) manufacturer.			
e	Aviation Suppliers Association (ASA) accredited distributors.			
f	TC Aircraft Manufacturing Organizations (AMfgOs).			
g	Retailers or resellers who have obtained a minimum of three contracts including at least one for a government client (federal, provincial, municipal, Crown corporation) within the last five years of the closing date of this RFSA.			
h	Technical Airworthiness Authority (TAA) Aircraft Maintenance Organizations (AMOs).			
i	Federal Aviation Administration (FAA) certified repair stations.			

Name of the company: \_\_\_\_\_

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

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

REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS

ANNEX B - ATTACHMENT B1 – MANDATORY CRITERIA

MANDATORY CRITERIA # 3 – CONTROLLED GOODS PROGRAM

The [Controlled Goods Program](#) (CGP) is a security program implemented by Public Services and Procurement Canada (PSPC). The CGP establishes a more stringent security regime governing the examination, possession or transfer of controlled goods. The regulations support the implementation of the program for business/enterprises in the Canadian defence, aerospace and satellite sectors. The regulations also establish criteria that will be used by PSPC officials administering the CGP to determine whether to approve or deny an application for registration or an application for exemption from registration. In addition, the regulations prescribe appropriate sanctions for any violation of the conditions associated with registration or exemption from registration.

The United States has a regulatory regime to restrict and control the export of the defense and military related technologies to safeguard U.S. national security under the International Traffic in Arms Regulations (ITAR) which will be considered as an equivalent for this RFSA for United States suppliers.

As a result of this RFSA, subsequent resulting Request for Proposals (RFP) might require the production of access to controlled goods that are subject to the [Defence Production Act](#), R.S. 1985, c. D-1. To be considered responsive for this Supply Arrangement (SA), Canadian suppliers must be registered in the CGP and have a valid Certificate of Registration and United States suppliers must be registered to access controlled goods under the ITAR and have a valid Certificate of Registration. Suppliers are required to provide either with their bid or within the specified timeframe given by PSPC, a copy of their Certificate issued by CGP or ITAR. A certificate is required to be awarded a SA.

- (\_\_\_) Canadian supplier: Certifies being registered in the Controlled Goods Program of PSPC and provides, with its bid, a valid Certificate of Registration.
- (\_\_\_) United States supplier: Certifies being registered to access controlled goods under the International Traffic in Arms Regulations (ITAR) and provides, with its bid, a valid Certificate of Registration.
- (\_\_\_) Certificate not available at this time.

Name of the company: \_\_\_\_\_

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

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

REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS

ANNEX B - ATTACHMENT B1 – MANDATORY CRITERIA

MANDATORY CRITERIA #4 – PROCUREMENT BUSINESS NUMBER (PBN)

To be considered responsive for this Supply Arrangement (SA), suppliers must have a Procurement Business Number (PBN) before issuance of a supply arrangement. Suppliers must provide, with their bid but may be submitted afterwards, their PBN.

**Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.**

Suppliers may register for a PBN on line at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the Info Line at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

( \_\_\_\_ )      The supplier Procurement Business Number is: \_\_\_\_\_

Legal name of the Bidder: \_\_\_\_\_

( \_\_\_\_ )      The supplier will provide the Procurement Business Number prior issuance of Supply Arrangement.

**Name of the company:** \_\_\_\_\_

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

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

REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS

ANNEX B - ATTACHMENT B1 – MANDATORY CRITERIA #2 – AIRCRAFT FLEET

Aircraft Fleet		Globemaster III	Aurora	Tutor	Chinook	Buffalo	Twin Otter	Dash 8	Hercules
Suppliers must be capable to supply aircraft spare parts to at least one fleet to qualify. Please check the appropriate box.		<input type="checkbox"/> already qualified <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> already qualified <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> already qualified <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> already qualified <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> already qualified <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> already qualified <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> already qualified <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
GSIN CODE	Please identify which sub-systems and/or categories by checking (x) the appropriate GSIN codes by aircraft.								
Aircraft Fleet		Globemaster III	Aurora	Tutor	Chinook	Buffalo	Twin Otter	Dash 8	Hercules
<u>15</u>	Aircraft and Airframe Structural Components								
<u>16</u>	Aircraft Components and Accessories								
<u>17</u>	Aircraft Launching, Landing, and Ground Handling Equipment								
<u>26</u>	Tires and Tubes								
<u>28</u>	Engines, Turbines and Components								
<u>29</u>	Engine Accessories								
<u>30</u>	Mechanical Power Transmission Equipment								
<u>31</u>	Bearings								
<u>39</u>	Materials Handling Equipment								
<u>40</u>	Rope, Cable, Chain and Fittings								
<u>47</u>	Pipe, Tubing, Hose and Fittings								
<u>48</u>	Valves								
<u>51</u>	Hand Tools								
<u>53</u>	Hardware and Abrasives								
<u>58</u>	Communication, Detection, and Coherent Radiation Equipment								
<u>59</u>	Electrical and Electronic Equipment Components								
<u>61</u>	Electric Wire and Power and Distribution Equipment								
<u>62</u>	Lighting Fixtures and Lamps								
<u>66</u>	Instruments and Laboratory Equipment								
<u>68</u>	Chemicals and Chemical Products								



REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS

ANNEX B - ATTACHMENT B1 – MANDATORY CRITERIA #2 – AIRCRAFT FLEET

GSIN CODE	Aircraft Fleet	Globemaster III	Aurora	Tutor	Chinook	Buffalo	Twin Otter	Dash 8	Hercules
<u>69</u>	Training Aids and Devices								
<u>79</u>	Cleaning Equipment and Supplies								
<u>80</u>	Brushes, Paints, Sealers, and Adhesives								
<u>81</u>	Containers, Packaging and Packing Supplies								
<u>93</u>	Nonmetallic Fabricated Materials								
<u>95</u>	Metal Bars, Sheets, and Shapes								
<u>99</u>	Miscellaneous								

Name of the company: \_\_\_\_\_

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

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

## ANNEX B - ATTACHMENT B2 – TECHNICAL CRITERIA

# REQUEST FOR SUPPLY ARRANGEMENT – W8485-184741/E – AVIATION REPLACEMENT PARTS

## ANNEX B - ATTACHMENT B2 – TECHNICAL CRITERIA

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### Technical Criteria #2 - Company Profile

Please note that there is no score for this section. The purpose of the Company Profile is to provide DND with an overview of your capabilities to meet the requirements and have a better knowledge of your activities.

The supplier must provide, as a minimum, the following information using 8.5 x 11 inch paper and using the following numbering system:

#### 1. Business Details

- a) Name and Established Date
- b) Headquarter and other locations (if applicable)
- c) Management Team
- d) Number of employees
- e) Licensing and/or Distributing Agreements
- f) Partners
- g) Mission Statement: a concise statement on the guiding principles of your company
- h) Description of the business: one short paragraph of the history of the company
- i) Products and services descriptions
- j) Client portfolio

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

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



## Integrity Declaration Form

An Integrity declaration form must be submitted when one or more of the following conditions apply:

1. the **supplier** has, in the past three years, been charged with or convicted of one of the offences listed in the [Ineligibility and Suspension Policy](#) (the “policy”); and/or
2. the **supplier** has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
3. one of the **supplier’s affiliates**<sup>1</sup> has, in the past three years, been convicted of one of the offences listed in the policy, or has, in the past three years, been convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
4. the supplier is unable to provide any of the certifications required by the [Integrity provisions](#).

### Instructions for Submitting an Integrity Declaration Form

#### **Suppliers submitting bids by regular mail**

1. Please complete the Integrity declaration form by providing the information requested.
2. Put the completed form in a sealed envelope labeled, “Protected B,” and addressed to:

Departmental Oversight Branch  
Public Works and Government Services Canada  
L’Esplanade Laurier, West Tower  
300 Laurier Avenue West  
Floor 10, Room 10149  
Ottawa, ON K1A 0R5  
Canada

3. Include the sealed envelope with your bid submission, offer or

#### **Suppliers submitting bids by Canada Post ePost Connect**

1. Please complete the Integrity declaration form by providing the information requested.
2. Save or scan a signed copy of the document.
3. Send an email to [TPSGC.Surveillancedelintegrite-IntegrityCheck.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Surveillancedelintegrite-IntegrityCheck.PWGSC@tpsgc-pwgsc.gc.ca) indicating that you would like to submit an Integrity declaration form via *ePost Connect*.

**Do not send the completed form directly to this email.**

4. Check your email for an *epost Connect* notification and follow instructions to submit the completed Integrity declaration form.

**Please Note: Only the completed declaration form should be sent to this *epost Connect* inbox. All remaining bid materials must be sent to the address provided in the solicitation documentation. Any other material sent to this address will not be read or forwarded, and this may result in a bid not being considered.**

## SECTION 1: SUPPLIER INFORMATION

Supplier's legal name:	
Supplier's address:	
Supplier's procurement business number (PBN):	
Lease or solicitation number:	
Date of bid, offer submission date or closing date of Invitation to Offer: (YYYY-MM-DD)	

## SECTION 2: FOREIGN CRIMINAL OFFENCES

If applicable, please provide a complete list of all foreign criminal charges and convictions received in the past three years, pertaining to you, and foreign criminal convictions pertaining to your affiliates that, to the best of your knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy.

If there is more than one potentially similar foreign charge or conviction, please identify all additional charges and convictions received in the past three years, including the information below, in a separate document under the heading **Foreign Criminal Offences**, to be included with this form.

Name of party with charge or conviction	
Relationship of party to supplier	
Foreign country and jurisdiction where charge/conviction occurred	
Specify whether charge or conviction	

Section number and law under which charge/conviction occurred	
Date of charge/conviction (YYYY-MM-DD)	
Domestic offence that may be similar	
Additional Comments:	

Additional charges/convictions are identified in a separate document included with this form:

Yes ☐ No ☐

## SECTION 3: INABILITY TO PROVIDE A CERTIFICATE

### A. FOREIGN CRIMINAL CHARGES AND CONVICTIONS

If you are unable to certify that you have provided the required list of all foreign criminal charges and convictions received in the past three years, you must explain why. The explanation should be provided in a separate document under the heading Inability to Certify as to Foreign Criminal Charges and Convictions, to be included with this form. Public Works and Government Services Canada (PWGSC) may request additional information from you.

An explanation regarding foreign criminal charges and convictions received in the past three years is provided in a separate document included with this form:

Yes ☐ No ☐

### B. DOMESTIC CRIMINAL OFFENCES AND OTHER CIRCUMSTANCES

If a domestic criminal offence or other circumstance described in the Policy applies to you or one of your affiliates, you must identify that offence or circumstance, below. By marking a box beside an offence, you are acknowledging that the identified party, be it you or an affiliate, has been charged with, convicted of or pleaded guilty to, that offence in the past three years. In the row titled Comments, you must identify the affected party by name and specify how the particular offence you have identified applies to the named party.

Offence	Supplier	Affiliate
<b><i>Financial Administration Act</i></b>		
80(1)(d): False entry, certificate or return	<input type="checkbox"/>	<input type="checkbox"/>
80(2): Fraud against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>
154.01: Fraud against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>

<b>Criminal Code</b>		
121: Frauds on the government and contractor subscribing to election fund	<input type="checkbox"/>	<input type="checkbox"/>
124: Selling or purchasing office	<input type="checkbox"/>	<input type="checkbox"/>
380: Fraud – committed against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>
418: Selling defective stores to Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criminal Code</b>		
119: Bribery of judicial officers	<input type="checkbox"/>	<input type="checkbox"/>
120: Bribery of officers	<input type="checkbox"/>	<input type="checkbox"/>
346: Extortion	<input type="checkbox"/>	<input type="checkbox"/>
366: Forgery	<input type="checkbox"/>	<input type="checkbox"/>
367: Punishment for forgery	<input type="checkbox"/>	<input type="checkbox"/>
368: Use, trafficking or possession of a forged document	<input type="checkbox"/>	<input type="checkbox"/>
382: Fraudulent manipulation of stock exchange transactions	<input type="checkbox"/>	<input type="checkbox"/>
382.1: Prohibited insider trading	<input type="checkbox"/>	<input type="checkbox"/>
397: Falsification of books and documents	<input type="checkbox"/>	<input type="checkbox"/>
422: Criminal breach of contract	<input type="checkbox"/>	<input type="checkbox"/>
426: Secret commissions	<input type="checkbox"/>	<input type="checkbox"/>
462.31: Laundering proceeds of crime	<input type="checkbox"/>	<input type="checkbox"/>
467.11: Participation in activities of criminal organization	<input type="checkbox"/>	<input type="checkbox"/>
467.12: Commission of offence for criminal organization	<input type="checkbox"/>	<input type="checkbox"/>
467.13: Instructing commission of offence for criminal organization	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competition Act</b>		
45: Conspiracies, agreements or arrangements between competitors	<input type="checkbox"/>	<input type="checkbox"/>
46: Foreign directives	<input type="checkbox"/>	<input type="checkbox"/>
47: Bid rigging	<input type="checkbox"/>	<input type="checkbox"/>
49: Agreements or arrangements of federal financial institutions	<input type="checkbox"/>	<input type="checkbox"/>
52: False or misleading representation	<input type="checkbox"/>	<input type="checkbox"/>
53: Deceptive notice of winning a prize	<input type="checkbox"/>	<input type="checkbox"/>
<b>Corruption of Foreign Public Officials Act</b>		
3: Bribing a foreign public official	<input type="checkbox"/>	<input type="checkbox"/>
4: Accounting	<input type="checkbox"/>	<input type="checkbox"/>
5: Offence committed outside Canada	<input type="checkbox"/>	<input type="checkbox"/>
<b>Controlled Drugs and Substances Act</b>		
5: Trafficking in substance	<input type="checkbox"/>	<input type="checkbox"/>

6: Importing and exporting	<input type="checkbox"/>	<input type="checkbox"/>
7: Production of substance	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lobbying Act</b> Registration of Lobbyists		
5: Consultant Lobbyists	<input type="checkbox"/>	<input type="checkbox"/>
7: In-house Lobbyists (Corporations and Organizations)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Income Tax Act</b> 239: False or deceptive statements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Excise Tax Act</b> 327: False or deceptive statements	<input type="checkbox"/>	<input type="checkbox"/>

**Other circumstances (specify)**

**Comments**

### C. INABILITY TO CERTIFY AS TO A DETERMINATION OF INELIGIBILITY OR SUSPENSION

If you are aware of a determination of ineligibility or suspension with respect to yourself, one of your affiliates or a proposed first-tier subcontractor<sup>2</sup>, you should explain the circumstances in this form, including details relating to your capacity to participate in a federal contracting process. With respect to an ineligible or suspended subcontractor, include a copy of the written consent provided by the contracting department or agency to propose the ineligible or suspended subcontractor.

If you are otherwise unable to certify that you are unaware of a determination of ineligibility or suspension with respect to yourself, one of your affiliates or a proposed first-tier subcontractor you must explain why.

All required explanations should be provided in a separate document under the heading Inability to Certify as to a Determination of Ineligibility or Suspension, to be included with this form.

PWGSC may request additional information from the supplier.



An explanation regarding a determination of ineligibility or suspension is provided in a separate document included with this form:

Yes ☐ No ☐

## Declaration

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name) \_\_\_\_\_ declare that the information provided in this form is, to the best of my knowledge and belief, true, accurate and complete. PWGSC may request additional information relating to this declaration. I am aware that a false or misleading certification or declaration will result in my proposal or offer being deemed non-responsive. I am also aware that Canada may terminate a contract or real property agreement for default when a supplier has provided a false or misleading certification or declaration and, further to the Policy, the supplier will be ineligible for award of a contract or real property agreement for 10 years.

\_\_\_\_\_  
Signature, Date

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

## With Thanks

We appreciate your interest in doing business with the Government of Canada and your understanding of the additional steps that must be taken to protect the integrity of Canada's procurement and real property processes.

## Guidance Document for the Declaration Form

This Integrity declaration form is for use by bidders in procurement processes and by vendors, purchasers, tenants and lessors in real property transactions. In this form, the term “supplier” includes bidders, vendors, purchasers, tenants and lessors. The term “party” is used in this form to include suppliers and affiliates.

The Integrity provisions contained in instruments involved in procurement processes and real property transactions require a supplier to submit an Integrity declaration form when one or more of the following conditions apply:

1. the **supplier** has, in the past three years, been charged with or convicted of one of the offences listed in the [Ineligibility and Suspension Policy](#) (the “policy”); and/or
2. the **supplier** has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
3. one of the **supplier’s affiliates**<sup>1</sup> has, in the past three years, been convicted of one of the offences listed in the policy, or has, in the past three years, been convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
4. the supplier is unable to provide any of the certifications required by the [Integrity provisions](#).

An Integrity Declaration Form must be submitted only when one of these circumstances applies to the supplier. When no form is submitted, it will be understood to mean that none of these circumstances apply to the supplier.

A supplier that provides a false or misleading certification or declaration will have its proposal or offer deemed non-responsive. Canada may also terminate a contract or real property agreement for default in such circumstances. Moreover, further to the Policy, a supplier will be ineligible for award of a contract or real property agreement for 10 years.

### 1. Foreign Criminal Offences

The Policy provides, among other things, that a supplier may be ineligible for award of a contract or real property agreement when the supplier has, in the past three years, been charged with or the supplier or one of its affiliates has, in the past three years, been convicted of a similar offence in a foreign jurisdiction. The Integrity provisions require a supplier to provide a complete list of all foreign criminal charges and convictions, received in the past three years, pertaining to itself, and all foreign criminal convictions pertaining to its affiliates that, to the best of its knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy. The domestic offences listed in the Policy, including their section numbers, are identified in section B of this form, under the heading **Domestic Criminal Offences and Other Circumstances**. PWGSC determines whether a foreign

offence and an offence listed in the Policy are similar. PWGSC may seek additional information from a supplier for purposes of making this determination.

If there is more than one potentially similar foreign charge or conviction, please identify all additional charges and convictions, including all necessary information, in a separate document under the heading **Foreign Criminal Offences**, to be included with this form.

## **2. Inability to Provide a Certificate**

The Integrity provisions provide that, by submitting a bid or offer, a supplier is certifying to the truth of the statements described by the provisions.

Generally speaking, a supplier is certifying that:

1. it has read and understands the Policy, including that it may be declared ineligible to enter into a contract or real property agreement with Canada in certain circumstances;
2. none of those circumstances that will or may result in the supplier being ineligible to enter, or suspended from entering, a contract or real property agreement apply to it; and
3. it has provide a complete list of all foreign criminal charges and convictions received in the past three years, pertaining to itself, and all foreign criminal convictions pertaining to its affiliates that, to the best of its knowledge and belief, may be similar to one of the domestic offences listed in the Policy.

When a supplier is unable to provide any of the certifications required by the Integrity provisions, it must complete and submit this Form with its bid or offer.

### **A. Foreign Criminal Charges and Convictions**

As noted above, the Integrity provisions require a supplier to provide a complete list of all foreign criminal charges and convictions, received in the past three years, pertaining to itself, and all foreign criminal convictions pertaining to its affiliates filed in the past three years that, to the best of its knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy. The complete list of foreign criminal charges and convictions, if any, must be submitted using this form. By submitting a bid or offer, a supplier is certifying that it has provided a complete list of all such foreign criminal charges and convictions, if any.

If a supplier is unable to certify that it has provided the required list of all foreign criminal charges and convictions received in the past three years, it must explain why. The explanation should be provided in a separate document under the heading **Foreign Criminal Charges and Convictions**, to be included with this form. PWGSC may request additional information from the supplier.

## **B. Domestic Criminal Offences and Other Circumstances**

The Integrity provisions require a supplier to certify that, in the past three years, none of the domestic criminal offences listed in sections 6(a) to (c) of the Policy, as identified in section 3.B of this form, and other circumstances described in the Policy, that will or may result in a determination of ineligibility or suspension, apply to it or one of its affiliates. A criminal offence applies to a party where the party has been charged with, convicted of or pleaded guilty to, the offence in the past three years and has not received a pardon for the offence. <sup>3</sup> Other circumstances identified in the Policy that will or may result in ineligibility or suspension include entering into a first-tier subcontract with an ineligible or suspended supplier [Policy, s. 6(d)], providing a false or misleading certification or declaration [Policy, s. 6(e)] and breaching a term or condition of an Administrative Agreement with PWGSC [Policy, s. 7(c)].

When a criminal offence or other circumstance described in the Policy, occurring in the past three years, applies to a supplier or one of its affiliates, the supplier must identify that offence or circumstance. By marking a box beside an offence, a supplier is acknowledging that in the past three years, the identified party, be it the supplier, an affiliate or a first-tier subcontractor, has been charged with, convicted of or pleaded guilty to, that offence. In the row titled Comments, the supplier must identify the affected party by name and specify how the particular offence it has identified applies to the named party.

## **C. Inability to Certify as to a Determination of Ineligibility or Suspension**

The Integrity provisions require a supplier to certify that it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it, one of its affiliates or a proposed first-tier subcontractor. The process for determining the status of a party under the Policy is described in section 16(b) of the Policy. When a supplier is unable to provide this certification, it must complete this form.

Under section 15 of the Policy, titled Public Interest Exception (“PIE”), a contracting authority may enter into a contract or real property agreement with an ineligible or suspended supplier in narrow circumstances if the relevant Deputy Head or equivalent considers that doing so is in the public interest. Subject to receiving a PIE, an ineligible or suspended supplier that participates in a competitive solicitation or real property transaction will be declared non-responsive [Policy, s. 13(c)]. A supplier seeking a PIE in a competitive process would be unable to certify as to the absence of a determination with respect to itself.

Similarly, under section 16(e) of the Policy, a supplier may seek, in advance, the written consent of the relevant Deputy Head or equivalent to propose an ineligible or suspended first-tier subcontractor in a competitive process. Such request should be made through the named contracting or real property authority. A supplier that has obtained, in advance, written consent to use an ineligible or suspended first-tier subcontractor would

be unable to certify as to the absence of a determination with respect to the subcontractor.

It should be noted, however, that a Deputy Head or equivalent cannot provide consent to contract with a supplier that has lost its capacity to contract with Canada, further to subsection 750(3) of the *Criminal Code*. Similarly, consent cannot be provided for a supplier to enter into a first-tier subcontract with a subcontractor that has lost its capacity to receive any benefit under a contract between Canada and any other person, further to subsection 750(3) of the *Criminal Code*.

When a supplier is aware of a determination of ineligibility or suspension with respect to itself, one of its affiliates or a proposed first-tier subcontractor it should explain the circumstances of its participation in the competitive process. If the supplier is seeking a PIE, it should explain why it is in the public interest to be awarded the contract. With respect to an ineligible or suspended subcontractor, the supplier should include a copy of the written consent to propose the ineligible or suspended subcontractor.

When a supplier is otherwise unable to certify that it is unaware of a determination of ineligibility or suspension with respect to itself, one of its affiliates or a proposed first-tier subcontractor it must explain why.

All required explanations should be provided in a separate document under the heading **Inability to Certify as to a Determination of Ineligibility or Suspension**, to be included with this Form. PWGSC may request additional information from the supplier.

## Footnotes

### Footnote 1

Please refer to the policy for the definition of affiliate. An affiliate of a business entity includes persons, such as the senior officers of the business entity, and associated entities such as parent companies and subsidiaries.

### Footnote 2

The term “first-tier subcontractor” is defined in section 16(a) of the policy. A proposed first-tier subcontractor is a first-tier subcontractor that is identified by name in a bid submission, offer, lease, etc. by a supplier in a procurement process or real property transaction.

### Footnote 3

See, policy, section 8, for information on pardons and record suspensions. A pardon would apply only to a conviction.



## List of names for integrity verification form

### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

### Supplier information

<b>Supplier's legal name:</b>
<b>Organizational structure:</b>  <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
<b>Supplier's address:</b>
<b>Supplier's procurement business number (optional):</b>
<b>Solicitation or transaction number:</b>



**Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):**

**List of names**

Name	Title

**Declaration**

I, (name)\_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name)\_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.