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TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS	5
2.3 FORMER PUBLIC SERVANT	5
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	7
2.5 APPLICABLE LAWS	7
2.6 BID CHALLENGE AND RECOURSE MECHANISMS	7
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	8
3.1 OFFER PREPARATION INSTRUCTIONS.....	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES	8
4.2 BASIS OF SELECTION.....	9
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	10
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	10
PART 6 - INSURANCE REQUIREMENTS	13
6.1 INSURANCE REQUIREMENTS.....	13
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	13
A. STANDING OFFER	13
7.1 OFFER	13
7.2 SECURITY REQUIREMENTS	13
7.3 STANDARD CLAUSES AND CONDITIONS.....	13
7.4 TERM OF STANDING OFFER.....	14
7.5 AUTHORITIES	14
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	15
7.7 IDENTIFIED USERS	15
7.8 CALL-UP PROCEDURES	15
7.9 CALL-UP INSTRUMENT	16
7.10 LIMITATION OF CALL-UPS.....	16
7.11 FINANCIAL LIMITATION	16
7.12 PRIORITY OF DOCUMENTS.....	16
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION	17
7.14 APPLICABLE LAWS	17
7.15 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	17
B. RESULTING CONTRACT CLAUSES	17
7.1 STATEMENT OF WORK.....	17
7.2 STANDARD CLAUSES AND CONDITIONS.....	17
7.3 TERM OF CONTRACT	18
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	18

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7.5	PAYMENT	18
7.6	INVOICING INSTRUCTIONS	19
7.7	INSURANCE REQUIREMENTS.....	19
7.8	SACC MANUAL CLAUSES	19
7.9	DISPUTE RESOLUTION	20
ANNEX "A"		21
	STATEMENT OF WORK	21
ANNEX "B"		31
	BASIS OF PAYMENT	31
ANNEX "C"		43
	MANDATORY TECHNICAL CRITERIA.....	43
ANNEX "D"		45
	INSURANCE REQUIREMENTS.....	45
ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS		48
	ELECTRONIC PAYMENT INSTRUMENTS	48
ANNEX "F"		49
	REPORT	49
ANNEX "G"		50
	COMPLETE LIST OF COMPANY BOARD OF DIRECTORS	50

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include:

Annex A: Statement of Work;
Annex B: Basis of Payment;
Annex C: Mandatory Technical Criteria;
Annex D: Insurance Requirements;
Annex E: Electronic Payment Instruments
Annex F: Quarterly report
Annex G: Complete list of Administration

1.2 Summary

- 1.2.1** Request for Regional Individual Standing Offer(s) (RISO) to supply, on an as and when ordered basis, inspection and repair services of various military vehicles for the Department of National Defence (DND) at 202 Workshop Depot (202 WD) which is a DND unit located at ASU Montreal (Area Support Unit Montreal, in Longue-Pointe).

Resulting Standing Offer(s) will be in place from the date of award and for a 2 year firm period with the right for Canada to authorize an optional 1 year period.

1.2.2 Canadian Content Policy

The requirement is subject to a preference for Canadian goods and/or services.

1.2.3 Canada post Corporation's (CPC) Connect service

This RFSO allows offerors to use the CPC Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

1.4 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.1.1 SACC Manual Clauses

A3015T (2014-06-26), Certifications – Bid
A9130T (2019-11-28), Controlled Goods Program- Bid
M0019T (2007-05-25), Firm Price and/or Rates
M1004T (2016-01-28), Condition of Material
M7035T (2013-07-10), List of Proposed Subcontractors

2.2 Submission of Offers

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

2.2.1 The Canada Post Corporation's (CPC) Connect service

Offerors choosing to submit using Canada Post Corporation's (CPC) Connect service must send an email requesting to open an CPC Connect conversation to the following address:

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

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an CPC Connect conversation, as detailed in Standard Instruction 2006(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/24>), or to send offers through an CPC Connect message if the Offeror is using its own licensing agreement for CPC Connect.

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

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

2.2.2 Facsimile

Facsimile number: 418-566-6168.

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a pension

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

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **ten (10) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

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

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

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

Section I: Technical Offer

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

Bidders must complete and provide Annex C - Mandatory Evaluation Criteria

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "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 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine if there are two or more offers with a valid Canadian Content certification with the offers coming from two or more Offerors that are not affiliated within the meaning used in the Competition Act, R.S.C., 1985, c. C-34. In that event, only those offers with a valid certification will be eligible to be issued a standing offer; otherwise, all offers will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that offers are non-responsive or withdrawal of offers by Offerors, that there are no longer two (2) or more responsive offers with a valid certification, then all responsive offers will be eligible to be issued a standing offer. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

All offers must comply with all the mandatory requirements and meet all mandatory technical criteria to allow its proper evaluation. Failure to comply will render your offer non-receivable.

4.1.1.1 Mandatory Technical Criteria

The Mandatory Technical Criteria are included in the Annex C.

4.1.2 Financial Evaluation

According to the prices of the articles 1 to 9 (only and inclusively) mentioned in Annex B (2 firm years + 1 option year).

4.1.2.1 Evaluation of Price - Canadian/Foreign Bidder

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered Duty Paid (DDP) to delivery point specified at Annex "A", Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DDP basis.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

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

Number of Standing Offers to be issued based on the number of responsive offers received:
Canada reserves the right to award **up to 3 standing offers**.

Ranking / Standing Offers (SO) proportional distribution:**Call-up procedure if 3 Standing Offers are awarded:**

SO with the best rank: 45% of the volume of work awarded;
SO with the second best rank: 35% of the volume of work awarded;
SO with the third best rank: 20% of the volume of work awarded.

Call-up procedure if 2 Standing Offers are awarded:

SO with the best rank: 60% of the volume of work awarded;
SO with the second best rank: 40% of the volume of work awarded.

NOTE:

** In the event that a Standing Offer is set aside, the distribution of the volume of work of this Standing Offer will be allocated equally among the existing standing offers.*

** In the event that the Offeror who is to receive the next Call-up is unable to respond to the requirement, the Identified User (DND) will contact the Offeror who is next to receive the Call-up in proportional distribution. The Identified User will resume this process until an Offeror confirms that it can meet the requirement of the Call-up. In other words, call-ups will be made according to the principle of "right of first refusal" in the event that the proportional distribution cannot be respected due to lack of incapacity.*

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation (see Annex G)

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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.2.3.1.1 SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

5.2.3.2 Controlled Goods Program- Bid

1. As the resulting contract will require the production of or access to controlled goods that are subject to the [Defence Production Act](#), R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#) and registration is carried out as follows:

- a. When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation.

Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.

b. When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.

c. When the successful Bidder and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the successful Bidder and any subcontractor must, within seven (7) working days from receipt of written notification of contract award, ensure that the require application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the successful Bidder has provided proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt, or excluded under the CGP.

Failure to provide proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the resulting contract except to the extent that Canada is responsible for the failure due to delay in processing the application.

2. Bidders are advised that all information on the Application for Registration (or exemption) Form will be verified and errors or inaccuracies may cause significant delays and/or result in denial of registration or exemption.

5.2.3.3 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a callup against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

The offeror have to provide one of these document for the **Foreman** and the 2 **Mechanics**:

- a) Copy of the DVS and/or military training
- b) Copy of valid CPA competency card

PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in [Annex D](#).

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

7.2 Security Requirements

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex G. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted by email, every 3 months to the Standing Offer Authority:

melanie.caty@tpsgc-pwgsc.gc.ca

The reporting periods are defined as follows:

1st quarter: July 1st to September 30

2nd quarter: October 1st to December 31

3rd quarter: January 1st to March 31

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MTA 130
CCC No./N° CCC - FMS No./N° VME

4th quarter: April 1st to June 30

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from the date the Standing Offer is issued to two (2) years inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) period, from the end of the Standing Offer under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority ninety (90) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mélanie Caty
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Quebec region

Telephone: 438-340-1557
E-mail address: melanie.caty@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: **(to be completed at standing offer award)**

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

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

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

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Identified Users

Department of National Defence (DND) – 202 Workshop Depot (202 WD) - Longue-Pointe, Montreal, Quebec, Canada.

7.8 Call-up Procedures

Call-ups must be allocated proportionately as follows for each Standing Offer issued.

Call-up procedure if 3 Standing Offers are awarded:

SO with the best rank: 45% of the volume of work awarded;
SO with the second best rank: 35% of the volume of work awarded;
SO with the third best rank: 20% of the volume of work awarded.

Call-up procedure if 2 Standing Offers are awarded:

SO with the best rank: 60% of the volume of work awarded;
SO with the second best rank: 40% of the volume of work awarded.

NOTE:

** In the event that a Standing Offer is set aside, the distribution of the volume of work of this Standing Offer will be allocated equally among the existing standing offers.*

** In the event that the Offeror who is to receive the next Call-up is unable to respond to the requirement, the Identified User (DND) will contact the Offeror who is next to receive the Call-up in proportional distribution. The Identified User will resume this process until an Offeror confirms that it can meet the requirement of the Call-up. In other words, call-ups will be made according to the principle of "right of first refusal" in the event that the proportional distribution cannot be respected due to lack of incapacity.*

7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$400 000.00 (Applicable Taxes included)**.

7.11 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or **3 months** before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2021-12-02), General conditions: Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex D, Insurance Requirements;
- h) the Offeror's offer dated _____, "as clarified on _____" **or** "as amended on _____".

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.14 Applicable Laws

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

7.15 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2021-12-02), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

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

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

7.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

7.5.3 Multiple Payments

SACC Manual clause: [H1001C](#) (2008-05-12), Multiple Payments

7.5.4 SACC Manual Clauses

SACC Manual clause: [C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

7.5.5 Electronic Payment of Invoices – Call-up

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);

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. 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.

7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex **D**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 SACC Manual Clauses

[A1009C](#) (2008-05-12), Work Site Access
[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)
[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)
[A9006C](#) (2012-07-16), Defence Contract
[A9131C](#) (2020-11-19), Controlled Goods Program - Contract
[B4060C](#) (2011-05-16), Controlled Goods
[B6802C](#) (2007-11-30), Government Property
[M3800C](#) (2006-08-15), Estimates

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
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MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

7.9 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

MILITARY VEHICLE AND EQUIPMENT INSPECTION AND REPAIR SERVICE

DEFINITIONS:

This part contains definitions for certain terms and abbreviations used in this document.

- a. **Requisitioning Authority (RA):** The person authorized by the Department of National Defence (DND) to enter into a contract (call-up) with the Contractor through Form 942.
- b. **Technical Inspector (TI):** DND technician who performs quality control of the contractor and serves as the technical liaison between the Requisitioning Authority and the Contractor.
- c. **Contractor:** Any company that has submitted or intends to submit a bid for a request for standing offer (RFSO). The winning Contractor must carry out the work described in the Standing Offer (SO) awarded to them.
- d. **Subcontractor:** A company that performs work for the Contractor.
- e. **Workshop:** Contractor's place of business where the work will be carried out.
- f. **DND:** Department of National Defence.
- g. **CFTO:** Canadian Forces Technical Orders.
- h. **ASU Montreal:** Area Support Unit Montreal in Longue-Pointe.
- i. **202 WD:** 202 Workshop Depot.
- j. **PSPC:** Public Services and Procurement Canada.
- k. **CARC:** Chemical Agent Resistant Coating.
- l. **CGP:** Controlled Goods Program.

BACKGROUND

- 1.1 202 Workshop Depot (202 WD) is a Department of National Defence (DND) unit located at Area Support Unit Montreal in Longue-Pointe (ASU Montreal). It repairs and rebuilds Canadian Forces combat vehicles and weapon systems. One of 202 WD's current duties is to inspect and repair Canadian Armed Forces military vehicles and equipment. However, 202 WD does not have the capacity needed to carry out all of this work and would like to establish up to four standing offers with contractors in order to meet this need.
- 1.2 Most of the equipment is used in extreme conditions during the Canadian Armed Forces' participation in missions for the United Nations and the North Atlantic Treaty Organization. Certain equipment was used in static roles and has not been operated for long periods of time, while other equipment has been put to maximum use. It is therefore difficult to predict the amount of work needed to restore each piece of equipment to proper working order, without performing an initial inspection.

2. REQUIREMENT

Inspection and repair of the following equipment:

- a. Heavy logistic vehicle, wheeled (HLVW) – 10, 16 and 22 tonne trucks;

-
- b. Heavy engineering support vehicle (HESV) – 15 tonne truck;
 - c. Light support vehicle, wheeled (LSVW) – 1 ½ tonne truck;
 - d. Light utility vehicle, wheeled (LUVW) – ¾ tonne truck;
 - e. Various trailers (¾ tonne, 1½ tonne and 850 kg);
 - f. Various vehicle-mounted shelters; and
 - g. Logistical military vehicles and equipment that are not subject to ITAR restrictions (weapons systems, armoured vehicles, tanks).

* This request for standing offer does not include these vehicle types in any case:

-> *Armoured Heavy Support Vehicle System (AHSVS)*

-> *Light utility vehicle, wheeled (LUVW), Mercedes truck*

****See Annex B for approximate quantities for each vehicle/equipment category.**

3. TASKS

- 3.1 The Contractor must be able to perform the following tasks in full without the use of a subcontractor:
 - a. Producing detailed and well-formulated inspections and estimates based on inspection documents DND 2029 (see Addendum 2);
 - b. Performing general mechanical repairs;
 - c. Cleaning spare parts, vehicles and other equipment; and
 - d. Ordering, storing and managing spare parts.
- 3.2 The Contractor must be able to (or have a subcontractor who is able to) perform the following tasks:
 - a. Transporting vehicles, equipment and parts;
 - b. Painting, body work and sandblasting;
 - c. Welding;
 - d. Installing and removing tires from the wheels of heavy trucks and trailers;
 - e. Repairing fabric, canvas and vinyl;
 - f. Replacing windshields and windows;
 - g. Repairing air conditioning systems;

- h. Repairing hydraulic and pneumatic systems and components (including manufacturing hoses and pipes);
- i. Repairing and diagnosing electrical and electronics systems;
- j. Repairing propane systems; and
- k. Applying corrosion protection.

4. CONTRACTOR PERSONNEL

- 4.1 Among those who will perform inspections and repairs on DND vehicles and equipment, the following personnel must at least be included:

- a. a foreman with a mechanic's qualification* with two years' experience within the last ten years as a foreman in a truck or automobile repair shop
- b. two mechanics with a mechanic's qualification*

All of the Contractor's personnel who perform inspections and repair of MDN vehicles and equipment must have a mechanic's qualification.*

*Definition: mechanic's qualification:

Person with five years' experience within the last ten years in repairing trucks and/or automobiles, with **one** of the following qualifications:

- A competency card from the automotive parity committee (CPA) for repairing trucks or automobiles as a journeyman level A, B or C (or 1, 2 or 3);

or

- A secondary school vocational diploma (SSVD) in truck and/or automobile repairs and/or military training as a level NQ5 vehicle technician (or equivalent).

- 4.2 The Contractor must have worked in truck repairs for a period of at least two years within the last three years.

- 4.3 Regarding the work carried out on air conditioning systems: the individual(s) employed by the Contractor or subcontractor who performs the purging, filling and emptying of refrigerant gas must be certified as a Technician in Automotive Air Conditioning with recognized credentials. The Contractor or subcontractor who performs this type of work must follow all local, provincial, and federal laws.

5. LOCATION OF THE CONTRACTOR'S REPAIR WORKSHOP

The work must be performed at the contractor's workshop. The workshop must be the property of the Contractor or must be rented by the Contractor for the duration of the standing offer.

The Contractor's workshop must be located at 75 km or less by road OR 75 minutes or less by vehicle from the ASU Montreal at the DND's 202 WD in Longue-Pointe (6769, Notre Dame Street East, Montreal, H1N 3R9). This operational requirement restricts us to a 75 km radius because it includes travel for the DND TI.

6. PARKING AND STORAGE

- 6.1 The Contractor must be in compliance and must be able to park 25 of the largest trucks securely in a location that is not accessible to the public. This area must be at least 8250 square feet in area. This area must be surrounded by a secure fence that is at least 6 feet in height. It must be noted that the vehicles may remain parked for longer than six months during the work. The Contractor may not charge for rental of the area occupied by the equipment, parts, vehicles and trailers in their workshop, the secure area (parking) or elsewhere.
- 6.2 The Contractor must provide a secure area with restricted access for the storage of spare parts provided by the RA in their workshop.
- 6.3 The garage door into the workshop must be sufficiently large to allow the largest vehicles to pass, i.e., the garage door must be at least 11 feet wide by 12 feet high.
- 6.4 The Contractor must be able to provide a minimum of four service bays in their workshop to perform the work on the vehicles safely as stated in paragraph 6.1.
In the event of a national requirement, the Contractor must be able to respond to the work requested; they are responsible for completing the work in order to meet all the requirements of the standing offer.

Note: Canada reserves the right to verify the Contractor's parking and storage capacities set out above before contract award and/or during the standing offer.

7. MATERIALS REQUIRED FOR THE WORK

- 7.1 In most cases the RA will supply the replacement parts requested by the Contractor. The Contractor will be notified when the parts arrive (the parts must be collected at ASU Montreal), and they will be responsible for transporting these parts to their work shop at their own expense. On occasion, the RA may authorize the Contractor to rebuild or purchase a part locally, and in such cases an estimate of costs must be submitted in advance for approval. The Contractor shall be responsible for storing and controlling the replacement parts at their expense.
- 7.2 In the event that the RA authorizes the Contractor to purchase parts locally:
- The Contractor must provide all original purchase receipts.
 - If the part comes from the Contractor's inventory, they must provide a detailed receipt including the name of the Contractor's company. They must also provide the original purchase receipt, regardless of whether it is a single or bulk purchase.

In both cases, the Contractor must charge the market price for each item and the revenue margin must be calculated separately in the estimate.

- 7.3 DND will provide CFTOs and the Contractor shall be responsible for restricting access. The Contractor must learn how to use the CFTOs as references for the work and learn how to use special software for ordering parts. The CFTOs must be returned at the end of the applicable standing offer.

7.4 DND may provide specialized tools if needed. The specialized tools will be on loan to the Contractor. The Contractor shall be responsible for returning the specialized tools to the RA as soon as the work is completed in the same condition they were at the beginning.

7.5 The Contractor must purchase the paint, primer and all painting components. The paint applied to some equipment or vehicles must be anti-infrared paint (CARC) according to the following specifications:

- (steel primer) MIL-P-53022 // type II primer steel
- (steel paint) MIL -DTL-64159 A // type II paint
- (aluminum wash primer) DOD-P-15328 // wash primer aluminum
- (aluminum primer) MIL-P-S3022 // type II primer
- (aluminum paint) MIL-DTL-64159A // type II paint

It is made of paint and a special catalyser. An important step in the application of this special pain consists of properly preparing the vehicles and applying the special primer on the bare metal. A steel wash is applied on the aluminum surfaces before painting.

For all other types of paint, the Contractor must comply with DND standards (the standards will be provided after standing offer award).

The Contractor must verify the colour at all times with the TI by providing a sample before painting. If they fail to do so, the Contractor must repaint the entire vehicle or equipment at their own expense.

7.6 The Contractor must clean, identify and return all used Class A parts (identified in the repair estimate – see Section 9) such as alternators, compressors, etc. to the RA for disposal. The Contractor must complete form CF 942 (Materiel Condition Tag) according to the written procedure for each part (Class A) returned. The Contractor may not charge separately for cleaning, labelling and returning used Class A parts. These costs must be included in the hourly rates and cost margins set out in Annex B.

7.7 The Contractor must clean, label and return all used parts with a resale value such as batteries, tires, scrap metal, etc. to the RA for disposal. The Contractor must complete form CF 942 (Material Condition Tag) according to the written procedure for each used part with a resale value that is returned. The Contractor may not charge separately for cleaning, labelling and returning used parts with a resale value. These costs must be included in the hourly rates and cost margins set out in Annex B.

8. AUTHORIZATION AND ACCEPTANCE OF WORK

8.1 The RA will determine what type of work must be performed for each one of the vehicles.

8.2 The Contractor must carry out the work according to the following procedures:

- a. Before any work begins, the Contractor must provide a detailed estimate by email of the repairs and materials required using the rates set out in Annex B within a maximum of two weeks following the equipment receipt date. The Contractor must make an appointment by telephone with the TI to certify the materials described in the estimate.

- b. The RA has the right to refuse that work be done and may negotiate the number of hours of work required for the repair if they find that the cost estimate for the labour and materials is too high. The Contractor will be issued call-ups (form 942) by facsimile or email to signal the start of work and authorization to order the parts.
 - c. If, in the course of the work, the Contractor finds that more work is required than what was originally estimated, they must notify the TI the same day. The RA will authorize the Contractor to exceed the costs of the initial estimate by a maximum of 10% without requiring prior written authorization from the RA. If the costs exceed 10% of the initial approved estimate, the Contractor must stop the ongoing work, submit a revised estimate and wait for the approval of the RA before resuming work.
 - d. Once the work is completed, the Contractor must provide form DND 2027 or DND 2029 (available during call-ups against standing offer); duly completed upon delivery of the vehicle. The final invoice including invoices for parts and subcontractors (if applicable) must be received by the RA within two weeks of the vehicle's delivery.
- 8.3 The RA could require the Contractor to make related repairs or modifications other than those described in the CFTO or the Standing Offer. In such cases, the Contractor must follow the steps set out in paragraph 8.2 of this document.
- 8.3 The RA establishes the priorities of all the work and reserves the right to change those priorities.
- 8.4 No changes to the work by the Contractor are authorized unless a request is made in writing by the RA.

9. ESTIMATES (COST OF WORK AND PARTS)

- 9.1 The estimates should be produced using the file provided by the RA (Excel file). The estimate must cover each repair individually instead of grouping them together. For each repair, the steps to follow, the parts and subcontracted work required must be listed in detail.
- 9.2 The number of hours required to perform the work requested and authorized, whether it is performed by the Contractor or a subcontractor, must be included in the estimate.
- 9.3 In the estimate as a whole, the Contractor may charge for parts, subcontracting and labour. No costs can be charged for activities such as preparing estimates, collecting information on vehicles/equipment, completing forms, looking for or ordering parts from DND or locally, preparing reports, etc. All of the costs related to these activities must be included in the hourly rates and the cost margins set out in Annex B.
- 9.4 The Contractor may not charge separately for the tools they use to repair the vehicles or equipment, for example drill bits, oxygen/acetylene, grinder disk for cutting or sanding, solder wires and rods, sanding paper, etc. All costs related to tools must be included in the hourly rates and the cost margins set out in Annex B. However, some exceptions may be made for highly specialized tools, with prior approval from the RA.

-
- 9.5 A list of workshop supplies can be found in Addendum 1.

Items 1 to 13 on this list cannot be changed at any time: their cost must be included in the hourly rates and the cost margins set out in Annex B.

Items 14 to 25 may be changed in the following situations only:

- a. For major repairs requiring a large amount of materials, for example rivets for a truck box.
- b. For special items that are not kept in inventory, for example 12 mm nuts for certain types of vehicles.

Note: The Contractor must always check with the RA before purchasing workshop supplies for approval and must provide a copy of the purchase receipt.

- 9.6 The Contractor must follow the administrative management procedures established by the RA. This involves using specific forms. The RA will provide forms as required and will provide instructions on how to use them. If forms other than those from the RA are used, the RA must approve their use.

10. QUALITY CONTROL

- 10.1 Unless otherwise indicated, inspections must be carried out at the Contractor's workshop. The TI may perform quality control at the Contractor or subcontractor's workshop at any time.
- 10.2 Once the work is completed, and before making an appointment with the TI, the Contractor must complete a compliance certificate specifying that:
- a. They followed all of the instructions provided by the RA;
 - b. That a quality control inspection was performed by a mechanic or the foreman.
- 10.3 The TI must perform a final inspection before accepting the final product. If the work does not meet the TI's standards, the TI can refuse to approve the work and ask that corrections be made. The TI will indicate that the work is accepted by certifying a quality control sheet and the approved estimate.
- 10.4 The quality of service, ability to meet deadlines and precision of the estimates and invoices must be consistent and in compliance.

ADDENDUM 1

NON-EXHAUSTIVE LIST OF WORKSHOP SUPPLIES

Ref.: **para. 9.5.**

Examples:

#	English	French
Items that cannot be changed at any time.		
1	Anti-Seize	Anti-grippant
2	Lubricant	Lubrifiant
3	Penetrating or cutting oil	Huile pénétrant ou pour couper
4	Silicone	Silicone
5	Grease	Graisse
6	Teflon	Téflon
7	Cleaners	Nettoyants
8	Sealer	Anti-fuite
9	Glue	Colles
10	Epoxy	Epoxy
11	Tape	Rubans adhésifs
12	Tie wrap	Attaches
13	Rags	Guenilles
Items that may be changed in certain situations.		
14	Clamps	Serre-joints
15	Washers	Rondelles
16	Fasteners	Agrafes, crochets, fixations
17	Bolts & Nuts	Boulons & écrous
18	Screw	Vis
19	Thread inserts	Insert fileté
20	Cotter pin	Clavettes
21	Connectors	Connecteurs
22	Rivets	Rivets
23	Grommet	Œillets
24	Snap-rings	Anneaux
25	Tab Key	Taraud

Solicitation No. - N° de l'invitation
W1985-21A001/A
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Buyer ID - Id de l'acheteur
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ADDENDUM 2

LEMS Equipment Inspection Report Personnel and Load Carrying Wheeled Vehicles

1. Engine	2. Exhaust and intake system	3. Cooling system
(A) Oil level	(A) Manifolds	(A) Coolant level / strength
(B) Engine performance	(B) Air cleaner / pipes / connectors	(B) Radiator / cap
(C) Compression	(C) Heat riser	(C) Hoses / connections
(D) Head and valves	(D) Blower and drive	(D) Thermostats
(E) Timing - ignition / injector	(E) Turbo / charger	(E) Water pumps
(F) Governor operation	(F) Guards and shields	(F) Header / overflow tank
(G) Seals and gaskets	(G) Pipes / mufflers / clamps	(G) Fan and shroud
(H) Mounts	(H) Rain traps	(H) Winter front / shutters
(J) Filters - air / oil / fuel	(J) Seals / gaskets	(J) Oil coolers / lines
(K) Pollution control devices	(K) Security of components	(K) Seals and gaskets
(L) Drive belts / pulley / tensioner	(L) Exhaust brake	(L) Fan belts
(M) Oil pump	(M) Intercooler	(M) Air conditioning system
(N) Jacob's brake	(N)	(N) Pumps (aux. heater)
(O) Injector drive assembly	(O)	(O)
(P)	(P)	(P)
4. Fuel System	5. Electrical system	5. Electrical system (con't)
(A) Tank and cap	(A) Spark plugs / wiring igniters / distributor	(M) Heaters / controls
(B) Lines / connections	(B) Generator / alternator	(N) Electric motors / wiring
(C) Seals / gaskets	(C) Voltage regulator / relays	(O) Motor / speed controls
(D) Pump / vacuum / pressure test	(D) Starter / drives / solenoids	(P) Safety switches / neutral start switch
(E) Injectors / carburetors	(E) Horns / sirens / alarms	(Q) Microprocessor control unit
(F) Linkages	(F) Cables / wiring / connectors	(R) Ignition coil
(G) Filters / traps / water separators	(G) Batteries / boxes	(S) Bilge pumps
(H) Governor	(H) Receptacles - slave / trailer	(T) Modules / sensors
(J) Starting aids / pre heater	(J) Lights / switches	(U) Fuel sending unit / pick up
(K) Fuel lock	(K) Instruments / gauges	(V) Solenoids
(L) Vaporizer	(L) Circuit breakers / fuses	(W)

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

6. Brake system	7. Power train	8. Hull, frame, cab and body
(A) Master cylinder / level	(A) Transmission / gear box	(A) Frame / brakes
(B) Air compressor - gov. settings	(B) Transfer case	(B) Cab / mounts / tilt mech.
(C) Connections / hoses / fittings	(C) Differentials	(C) Hardware / hinges / handles / locks
(D) Drums / discs	(D) Propeller shafts / "U" joints	(D) Windows / doors / tailgates
(E) Shoes / bands / linings	(E) Power take-off	(E) Upholstery / mats / curtains
(F) Caliper / piston / rotor	(F) Axles	(F) Tarps / canopy / racks / superstructure / belts
(G) Wheel cylinders	(G) Torque converter / clutch	(G) Mirrors / reflectors / sunvisor
(H) Brake booster / foot valve	(H) Drive chains / sprockets	(H) Safety guards / shields / brackets
(J) Electric brake	(J) Pillow blocks	(J) Windshield / screen
(K) Air tanks	(K) Final drives	(K) Windshield wipers / washers
(L) Brake chamber	(L) Bevel boxes	(L) Paint
(M) Adjusters / cam	(M) Seals / gaskets	(M) Bumpers / fender mud guards
(N) Drain plug / tap	(N) Breathers	(N) Hull / bulkhead / access panels
(O) Screen / filters	(O) Reduction units	(O) Seals / gaskets / drain plugs
(P) Cables / controls	(P) Foot hand controls	(P) Fire extinguishers
(Q) Magnet / armature	(Q) Oil levels / filters	(Q) Stowage bins
(R) Seals / gaskets	(R) Drive belts / pulleys / couplings	(R) Counterweight / bolts
(S) Brake pedal adjustment	(S) Air cylinders	(S) Body / cargo / dump box
(T) Relays	(T)	(T) Fifth wheel
(U)	(U)	(U) Seat belts
9. Steering	10. Suspension and running gear	11. Hydraulic system
(A) Gearbox	(A) Springs / shackles	(A) Oil level
(B) Linkage / adjustments	(B) Upper / lower control arms	(B) Reservoir / tank
(C) Power steering	(C) Shock absorbers	(C) Pressure pumps / hand pumps
(D) Tie rods / tie rod ends	(D) Torque rods / torsion bars	(D) Valves / controls
(E) Drag link / idle arm	(E) Wheels / rims / tires	(E) Cylinders / rams
(F) Steering knuckles	(F) Wheel bearings	(F) Seals / gaskets
(G) King pins / bearings / ball joints	(G) Walking beams	(G) Filter / screen / breather
(H) Alignment	(H) Seals / gaskets	(H) Hyd. lines / connections
(J) Steering clutches / shoes	(J) Adjustors	(J) Hydraulic cooler
(K) Front fork / spring	(K) Track / components	(K) Hydraulic slave system
(L) Steering controls	(L) Sprockets / idlers / rollers	(L)
(M) Steering damper	(M) Anti-sway bars	(M)
(N) Skis	(N) Trunnion	(N)
(O)	(O)	(O)
12. Recovery eqpt / mobile cranes	13. Pumps - fuel / water	14. Motorcycles
(A) Wire / ropes / drums	(A) Pumps / couplings / hoses	(A) Steering head bearing
(B) Sheaves / pulleys	(B) Valves / controls	(B) Ride control
(C) Clutches / brakes	(C) Vents / fusible plugs	(C) Fork / springs
(D) Shafts / "U" joints	(D) Hose / nozzles / reels	(D) Stand / racks
(E) Push frames	(E) Meters	(E) Component security
(F) Guards / screens	(F) Pump / drives	(F) Sprockets
(G) Chains / sprockets	(G) Tanks	(G)
(H) Booms / beams / crane	(H) Seals / gaskets	(H)
(J) Winches / components	(J) Grounding devices	
(K) Controls - hydraulic mech.	(K) Filters / screens / traps / strainers	16. Special components / attachments
(L) Ratchets - pawls	(L) Ladders / catwalks	(A) Air dryer
(M) Safety warning devices	(M)	(B) Alcohol dispensers
(N) Outriggers		(C) Tanks
(O) Forks / yokes	15. All equipments	(D) Air starters / motors
(P) Under lift / stinger	(A) Cleanliness	(E) Regulators / valves
(Q)	(B) Lubrication	(F)
	(C) Component security	(G)

ANNEX "B"

BASIS OF PAYMENT

TERM OF TWO YEARS FIRM: From the contract award + 24 months

YEAR 1**Applicable taxes extra

Description of the work (see ANNEX A)	Estimated quantity	Fixed hourly rate / regular hours (90%) Please indicate your usual business hours: _____	Fixed hourly overtime rate / business days outside regular business hours (5%)	Fixed hourly overtime rate / weekends and statutory holidays (5%)
1. Fixed hourly rate for inspection work, including amounts for non-productive activities, tools, and shop supplies.	1,200 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
2. Fixed hourly rate for repair work, including amounts for non-productive activities, tools, and shop supplies.	7,500 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
3. Fixed hourly rate for painting work, including amounts for non-productive activities, tools, and shop supplies.	Average 30 hours for 100 vehicles: 3,000 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
4. Fixed hourly rate for bodywork, including amounts for non-productive activities, tools, and shop supplies.	Average 5 hours for 100 vehicles: 500 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
5. Fixed hourly rate for sandblasting work, including preparation, clean-up and disposal of contaminated sand, and amounts for non-productive activities, tools, and shop supplies.	Average 30 hours for 100 vehicles: 3,000 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
<p>Note 1: Regular hours make up 90% of the estimated hours, overtime on business days makes up 5% of the estimated hours, and overtime on weekends and statutory holidays makes up 5% of the estimated hours. Regular hours must be a minimum of 35 hours per week and will be based on each contractor's business hours when the standing offers are issued.</p> <p>Note 2: All of the above hours are <u>estimated quantities used for evaluation purposes only</u>.</p>				

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

<p>For items 6, 7, 8 and 9, see Annex A – paragraph 2 for vehicle and equipment types (abbreviations).</p> <p>6. Fixed price for the complete repainting of each type of vehicle described in Annex A, including amounts for non-productive activities, tools and shop supplies, for all materials required for painting (paint included), and for all towing to and from the subcontractor if applicable.</p>	30 vehicles	<p>_____/ EA HLVW cargo with or without crane, or HMRT</p> <p>_____/ EA HLVW tanker (water or fuel)</p> <p>_____/ EA HLVW PLS 10 or 16 ton</p> <p>_____/ EA HLVW wrecker</p> <p>_____/ EA HLVW tractor 10 or 22 ton</p>
	10 vehicles	<p>_____/ EA HESV PLS</p> <p>_____/ EA HESV dump truck</p> <p>_____/ EA HESV tractor</p>
	25 vehicles	<p>_____/ EA LSVW cargo</p> <p>_____/ EA LSVW with shelter or ambulance</p> <p>_____/ EA LSVW SEV (MRT)</p> <p>_____/ EA LSVW cable layer</p>
	25 vehicles	<p>_____/ EA LUVW</p>
	20 trailers	<p>_____/ EA Trailer 850 kg</p>
	20 trailers	<p>_____/ EA Trailer 1½ T</p>

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.

File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

<p>7. Fixed price for sandblasting work for each type of vehicle or trailer, including preparation, clean-up and disposal of contaminated sand and amounts for non-productive activities, tools and shop supplies, for all materials required for sandblasting (sand included), and for all towing to and from the subcontractor if applicable.</p>	30 vehicles	<p>_____/ EA HLVW cargo with or without crane, or HMRT</p> <p>_____/ EA HLVW tanker (water or fuel)</p> <p>_____/ EA HLVW PLS 10 or 16 ton</p> <p>_____/ EA HLVW wrecker</p> <p>_____/ EA HLVW tractor 10 or 22 ton</p>
	10 vehicles	<p>_____/ EA HESV PLS</p> <p>_____/ EA HESV dump truck</p> <p>_____/ EA HESV tractor</p>
	25 vehicles	<p>_____/ EA LSVW cargo</p> <p>_____/ EA LSVW with shelter or ambulance</p> <p>_____/ EA LSVW SEV (MRT)</p> <p>_____/ EA LSVW cable layer</p>
	25 vehicles	<p>_____/ EA LUVW</p>
	20 trailers	<p>_____/ EA Trailer 850 kg</p>
	20 trailers	<p>_____/ EA Trailer 1½ T</p>

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

<p>8. Fixed price for towing a vehicle between ASU Montreal and the contractor's shop (one trip in either direction), by means of a tow truck equipped with a stinger or tilt bed. Must include the cost of removing and installing the main drive shaft. Including mark-up, profit and any other charges.</p> <p>Note: The main drive shaft must be removed during towing for all DND vehicles.</p>	<p>30 vehicles</p> <p>10 vehicles</p> <p>25 vehicles</p> <p>25 vehicles</p> <p>20 trailers</p> <p>20 trailers</p>	<p>_____/ EA HLVW</p> <p>_____/ EA HESV</p> <p>_____/ EA LSVW</p> <p>_____/ EA LUVW</p> <p>_____/ EA Trailer 850 kg</p> <p>_____/ EA Trailer 1½ T</p>
<p>9. Fixed price for towing a vehicle between ASU Montreal and the contractor's shop (one trip in either direction) using a low-bed, drop-deck or tilt-bed trailer. Including mark-up, profit and any other charges.</p>	<p>30 vehicles</p> <p>10 vehicles</p> <p>25 vehicles</p> <p>25 vehicles</p> <p>20 trailers</p> <p>20 trailers</p>	<p>_____/ EA HLVW</p> <p>_____/ EA HESV</p> <p>_____/ EA one or more LSVWs</p> <p>_____/ EA one or more LUVWs</p> <p>_____/ EA one or more 850 kg trailers</p> <p>_____/ EA one or more 1½ T trailers</p>
<p>10. Mark-up for work performed by subcontractors other than work already provided for in rates 1 to 9 above. This mark-up should be based on the actual cost of the work and includes profit and all other costs, including amounts for non-productive activities, tools and shop supplies (see Annex A – para. 9.5 and Addendum 1). Applicable taxes will be calculated separately.</p> <p>11. Mark-up for locally purchased spare parts. This mark-up should be based on the actual cost of the part and includes profit and all other costs, including amounts for non-productive activities, tools and shop supplies (see Annex A – para. 9.5 and Addendum 1). Applicable taxes will be calculated separately.</p> <p>* Does not apply to parts supplied at no cost by DND.</p>		<p>_____ %</p> <p>_____ %</p>

YEAR 2 **Applicable taxes extra

Description of the work (see ANNEX A)	Estimated quantity	Fixed hourly rate / regular hours (90%) Please indicate your usual business hours: _____	Fixed hourly overtime rate / business days outside regular business hours (5%)	Fixed hourly overtime rate / weekends and statutory holidays (5%)
1. Fixed hourly rate for inspection work, including amounts for non-productive activities, tools, and shop supplies.	1,200 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
2. Fixed hourly rate for repair work, including amounts for non-productive activities, tools, and shop supplies.	7,500 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
3. Fixed hourly rate for painting work, including amounts for non-productive activities, tools, and shop supplies.	Average 30 hours for 100 vehicles: 3,000 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
4. Fixed hourly rate for bodywork, including amounts for non-productive activities, tools, and shop supplies.	Average 5 hours for 100 vehicles: 500 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
5. Fixed hourly rate for sandblasting work, including preparation, clean-up and disposal of contaminated sand, and amounts for non-productive activities, tools, and shop supplies.	Average 30 hours for 100 vehicles: 3,000 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
<p>Note 1: Regular hours make up 90% of the estimated hours, overtime on business days makes up 5% of the estimated hours, and overtime on weekends and statutory holidays makes up 5% of the estimated hours. Regular hours must be a minimum of 35 hours per week and will be based on each contractor's business hours when the standing offers are issued.</p> <p>Note 2: All of the above hours are <u>estimated quantities used for evaluation purposes only</u>.</p>				

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

<p>For items 6, 7, 8 and 9, see Annex A – paragraph 2.</p> <p>6. Fixed price for the complete repainting of each type of vehicle described in Annex A, including amounts for non-productive activities, tools and shop supplies, for all materials required for painting (paint included), and for all towing to and from the subcontractor if applicable.</p>	30 vehicles	<p>_____/ EA HLVW cargo with or without crane, or HMRT</p> <p>_____/ EA HLVW tanker (water or fuel)</p> <p>_____/ EA HLVW PLS 10 or 16 ton</p> <p>_____/ EA HLVW wrecker</p> <p>_____/ EA HLVW tractor 10 or 22 ton</p>
	10 vehicles	<p>_____/ EA HESV PLS</p> <p>_____/ EA HESV dump truck</p> <p>_____/ EA HESV tractor</p>
	25 vehicles	<p>_____/ EA LSVW cargo</p> <p>_____/ EA LSVW with shelter or ambulance</p> <p>_____/ EA LSVW SEV (MRT)</p> <p>_____/ EA LSVW cable layer</p>
	25 vehicles	<p>_____/ EA LUVW</p>
	20 trailers	<p>_____/ EA Trailer 850 kg</p>
	20 trailers	<p>_____/ EA Trailer 1½ T</p>

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

7. Fixed price for sandblasting work for each type of vehicle or trailer, including preparation, clean-up and disposal of contaminated sand and amounts for non-productive activities, tools and shop supplies, for all materials required for sandblasting (sand included), and for all towing to and from the subcontractor if applicable.	30 vehicles	<p>_____/ EA HLVW cargo with or without crane, or HMRT</p> <p>_____/ EA HLVW tanker (water or fuel)</p> <p>_____/ EA HLVW PLS 10 or 16 ton</p> <p>_____/ EA HLVW wrecker</p> <p>_____/ EA HLVW tractor 10 or 22 ton</p>
	10 vehicles	<p>_____/ EA HESV PLS</p> <p>_____/ EA HESV dump truck</p> <p>_____/ EA HESV tractor</p>
	25 vehicles	<p>_____/ EA LSVW cargo</p> <p>_____/ EA LSVW with shelter or ambulance</p> <p>_____/ EA LSVW SEV (MRT)</p> <p>_____/ EA LSVW cable layer</p>
	25 vehicles	<p>_____/ EA LUVW</p>
	20 trailers	<p>_____/ EA Trailer 850 kg</p>
	20 trailers	<p>_____/ EA Trailer 1½ T</p>

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

<p>8. Fixed price for towing a vehicle between ASU Montreal and the contractor's shop (one trip in either direction), by means of a tow truck equipped with a stinger or tilt bed. Must include the cost of removing and installing the main drive shaft. Including mark-up, profit and any other charges.</p> <p>The main drive shaft must be removed during towing for all DND vehicles.</p>	<p>30 vehicles</p> <p>10 vehicles</p> <p>25 vehicles</p> <p>25 vehicles</p> <p>20 trailers</p> <p>20 trailers</p>	<p>_____/ EA HLVW</p> <p>_____/ EA HESV</p> <p>_____/ EA LSVW</p> <p>_____/ EA LUVW</p> <p>_____/ EA Trailer 850 kg</p> <p>_____/ EA Trailer 1½ T</p>
<p>9. Fixed price for towing a vehicle between ASU Montreal and the contractor's shop (one trip in either direction) using a low-bed, drop-deck or tilt-bed trailer. Including mark-up, profit and any other charges.</p>	<p>30 vehicles</p> <p>10 vehicles</p> <p>25 vehicles</p> <p>25 vehicles</p> <p>20 trailers</p> <p>20 trailers</p>	<p>_____/ EA HLVW</p> <p>_____/ EA HESV</p> <p>_____/ EA one or more LSVWs</p> <p>_____/ EA one or more LUVWs</p> <p>_____/ EA one or more 850 kg trailers</p> <p>_____/ EA one or more 1½ T trailers</p>
<p>10. Mark-up for work performed by subcontractors other than work already provided for in rates 1 to 9 above. This mark-up should be based on the actual cost of the work and includes profit and all other costs, including amounts for non-productive activities, tools and shop supplies (see Annex A – para. 9.5 and Addendum 1). Applicable taxes will be calculated separately.</p> <p>11. Mark-up for locally purchased spare parts. This mark-up should be based on the actual cost of the part and includes profit and all other costs, including amounts for non-productive activities, tools and shop supplies (see Annex A – para. 9.5 and Addendum 1). Applicable taxes will be calculated separately.</p> <p>* Does not apply to parts supplied at no cost by DND.</p>		<p>_____ %</p> <p>_____ %</p>

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

OPTION YEAR **Applicable taxes extra

Description of the work (see ANNEX A)	Estimated quantity	Fixed hourly rate / regular hours (90%) Please indicate your usual business hours: _____	Fixed hourly overtime rate / business days outside regular business hours (5%)	Fixed hourly overtime rate / weekends and statutory holidays (5%)
1. Fixed hourly rate for inspection work, including amounts for non-productive activities, tools, and shop supplies.	1,200 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
2. Fixed hourly rate for repair work, including amounts for non-productive activities, tools, and shop supplies.	7,500 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
3. Fixed hourly rate for painting work, including amounts for non-productive activities, tools, and shop supplies.	Average 30 hours for 100 vehicles: 3,000 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
4. Fixed hourly rate for bodywork, including amounts for non-productive activities, tools, and shop supplies.	Average 5 hours for 100 vehicles: 500 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
5. Fixed hourly rate for sandblasting work, including preparation, clean-up and disposal of contaminated sand, and amounts for non-productive activities, tools, and shop supplies.	Average 30 hours for 100 vehicles: 3,000 hours	\$_____ / hr	\$_____ / hr	\$_____ / hr
<p>Note 1: Regular hours make up 90% of the estimated hours, overtime on business days makes up 5% of the estimated hours, and overtime on weekends and statutory holidays makes up 5% of the estimated hours. Regular hours must be a minimum of 35 hours per week and will be based on each contractor's business hours when the standing offers are issued.</p> <p>Note 2: All of the above hours are <u>estimated quantities used for evaluation purposes only</u>.</p>				

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

For items 6, 7, 8 and 9, see Annex A – paragraph 2. 6. Fixed price for the complete repainting of each type of vehicle described in Annex A, including amounts for non-productive activities, tools and shop supplies, for all materials required for painting (paint included), and for all towing to and from the subcontractor if applicable.	30 vehicles	<div>_____ / EA HLVW cargo with or without crane, or HMRT</div> <div>_____ / EA HLVW tanker (water or fuel)</div> <div>_____ / EA HLVW PLS 10 or 16 ton</div> <div>_____ / EA HLVW wrecker</div> <div>_____ / EA HLVW tractor 10 or 22 ton</div>
	10 vehicles	<div>_____ / EA HESV PLS</div> <div>_____ / EA HESV dump truck</div> <div>_____ / EA HESV tractor</div>
	25 vehicles	<div>_____ / EA LSVW cargo</div> <div>_____ / EA LSVW with shelter or ambulance</div> <div>_____ / EA LSVW SEV (MRT)</div> <div>_____ / EA LSVW cable layer</div>
	25 vehicles	<div>_____ / EA LUVW</div>
	20 trailers	<div>_____ / EA Trailer 850 kg</div>
	20 trailers	<div>_____ / EA Trailer 1½ T</div>

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

7. Fixed price for sandblasting work for each type of vehicle or trailer, including preparation, clean-up and disposal of contaminated sand and amounts for non-productive activities, tools and shop supplies, for all materials required for sandblasting (sand included), and for all towing to and from the subcontractor if applicable.	30 vehicles	<p>_____/ EA HLVW cargo with or without crane, or HMRT</p> <p>_____/ EA HLVW tanker (water or fuel)</p> <p>_____/ EA HLVW PLS 10 or 16 ton</p> <p>_____/ EA HLVW wrecker</p> <p>_____/ EA HLVW tractor 10 or 22 ton</p>
	10 vehicles	<p>_____/ EA HESV PLS</p> <p>_____/ EA HESV dump truck</p> <p>_____/ EA HESV tractor</p>
	25 vehicles	<p>_____/ EA LSVW cargo</p> <p>_____/ EA LSVW with shelter or ambulance</p> <p>_____/ EA LSVW SEV (MRT)</p> <p>_____/ EA LSVW cable layer</p>
	25 vehicles	<p>_____/ EA LUVW</p>
	20 trailers	<p>_____/ EA Trailer 850 kg</p>
	20 trailers	<p>_____/ EA Trailer 1½ T</p>

Solicitation No. - N° de l'invitation
W1985-21A001/A
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Amd. No. - N° de la modif.
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MTA-1-44260

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MTA 130
CCC No./N° CCC - FMS No./N° VME

<p>8. Fixed price for towing a vehicle between ASU Montreal and the contractor's shop (one trip in either direction), by means of a tow truck equipped with a stinger or tilt bed. Must include the cost of removing and installing the main drive shaft. Including mark-up, profit and any other charges.</p> <p>The main drive shaft must be removed during towing for all DND vehicles.</p>	<p>30 vehicles</p> <p>10 vehicles</p> <p>25 vehicles</p> <p>25 vehicles</p> <p>20 trailers</p> <p>20 trailers</p>	<p>_____/ EA HLVW</p> <p>_____/ EA HESV</p> <p>_____/ EA LSVW</p> <p>_____/ EA LUVW</p> <p>_____/ EA Trailer 850 kg</p> <p>_____/ EA Trailer 1½ T</p>
<p>9. Fixed price for towing a vehicle between ASU Montreal and the contractor's shop (one trip in either direction) using a low-bed, drop-deck or tilt-bed trailer. Including mark-up, profit and any other charges.</p>	<p>30 vehicles</p> <p>10 vehicles</p> <p>25 vehicles</p> <p>25 vehicles</p> <p>20 trailers</p> <p>20 trailers</p>	<p>_____/ EA HLVW</p> <p>_____/ EA HESV</p> <p>_____/ EA one or more LSVWs</p> <p>_____/ EA one or more LUVWs</p> <p>_____/ EA one or more 850 kg trailers</p> <p>_____/ EA one or more 1½ T trailers</p>
<p>10. Mark-up for work performed by subcontractors other than work already provided for in rates 1 to 9 above. This mark-up should be based on the actual cost of the work and includes profit and all other costs, including amounts for non-productive activities, tools and shop supplies (see Annex A – para. 9.5 and Addendum 1). Applicable taxes will be calculated separately.</p> <p>11. Mark-up for locally purchased spare parts. This mark-up should be based on the actual cost of the part and includes profit and all other costs, including amounts for non-productive activities, tools and shop supplies (see Annex A – para. 9.5 and Addendum 1). Applicable taxes will be calculated separately.</p> <p>* Does not apply to parts supplied at no cost by DND.</p>		<p>_____ %</p> <p>_____ %</p>

If the currency is different from CAD \$, please indicate: _____

ANNEX "C"

MANDATORY TECHNICAL CRITERIA

The bidder must demonstrate, by submitting a technical data sheet or any other document, that it meets each of the following mandatory technical criteria.

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

Failure to do so will render the bid non-responsive.

ITEM	Mandatory Technical Criteria	Required Supporting Documents	Specify the location in the documentation of technical sheets where the required mandatory specifications are demonstrated.
1. Contractor's personnel (see Annex A, para. 4.1)			
1.1	<p><u>Foreman</u></p> <p>The proposed foreman must have a minimum of 5 years' experience repairing trucks or automobiles and 2 years' experience within the last 10 years as a foreman in a truck or automobile repair workshop.</p>	<p>Provide the following document:</p> <p>The resume of the proposed foreman must clearly describe the years of experience in the repair of heavy equipment, as well as the experience of being a foreman in a truck or automobile repair workshop.</p>	<p>_____</p> <p>_____</p> <p>_____</p>
1.2	<p><u>Foreman</u></p> <p>The proposed foreman must have one of the following qualifications:</p> <p>A) a Diploma of vocational studies (DVS) in the repair of trucks or automobiles (military training as a vehicle technician level TQ5 or equivalent is acceptable).</p> <p style="text-align: center;">OR</p> <p>B) a journeyman competency card in truck or automobile repair class A, B or C (or 1, 2 or 3) from the Parity Committee of the Automotive* (CPA) Services Industry.</p>	<p>Check the appropriate box to indicate the foreperson's qualifications:</p> <p>A) A copy of the DVS and /or military training <input type="checkbox"/></p> <p>OU</p> <p>B) A copy of the competency card CPA*. <input type="checkbox"/></p>	<p>_____</p> <p>_____</p> <p>_____</p>
1.3	<p><u>Mechanics</u></p> <p>Each of the 2 proposed mechanics must have a minimum of 5 years' experience within the last 10 years repairing trucks or automobiles.</p>	<p>Provide the following documents:</p> <p>The resume of the 2 proposed Mechanics' must clearly describe their years of experience in the repair of trucks or automobiles.</p>	<p>_____</p> <p>_____</p> <p>_____</p>
1.4	<p><u>Mechanics</u></p> <p>Each of the 2 mechanics must have one of the following qualifications:</p> <p>A) A Diploma of vocational studies (DVS) in the repair of trucks or automobiles (military training as a vehicle technician level TQ5 or equivalent is acceptable)</p> <p style="text-align: center;">OR</p> <p>B) A journeyman competency card in truck or automobile repair class A, B or C (or 1, 2 or 3) from the Parity Committee of the Automotive* (CPA) Services Industry.</p>	<p>Check the appropriate box to indicate the 1st mechanics qualifications:</p> <p>A) A copy of the DVS and /or military training <input type="checkbox"/></p> <p style="text-align: center;">OR</p> <p>B) A copy of the competency Card CPA* <input type="checkbox"/></p> <p>Check the appropriate box to indicate the 2nd mechanics qualifications:</p> <p>A) A copy of the DVS and /or military training <input type="checkbox"/></p> <p style="text-align: center;">OR</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

		B) A copy of the competency Card CPA* <input type="checkbox"/>	
2. Contractor's Experience (see Annex A, para. 4.2)			
2.1	<p>The contractor must have been in the truck repair business for at least 2 years within the last 3 years.</p>	<p>Provide the following document:</p> <p>The documents provided must include, at least, the following:</p> <ul style="list-style-type: none"> -Name of the contractor; -Description of the service rendered on the invoice; -Date of the invoice when the service was rendered;. <p>A) A printout of the information from the Registraire des Entreprises du Québec or from any other province. Use; https://www.registreentreprises.gouv.qc.ca</p> <p>OR</p> <p>B) The contractor will need to provide 2 separate invoices for this type of service from 2 separate years within the last 3 years.</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
3. Proximity of facilities			
3.1	<p>The location of the contractor's workshop, where work will be done, must be located at a road distance of 75 km or less, from the Montreal Area Support Unit (ASU) of 202 Workshop Depot (202 DW) of the Department of National Defense located at Longue-Pointe, Montreal, according to the itinerary proposed by google maps.</p> <p><u>ASU full address: 6769 Notre-Dame East St., Montreal, Qc, H1N 3R9</u></p>	<p>A printout of the Google Maps itinerary must be included in the tender.</p> <p>Use https://www.google.ca/maps to print and provide the routes from departure point (the location of the contractor's workshop AND the ASU) to your facility.</p>	<hr/> <hr/> <hr/> <hr/> <hr/>

*Note 1: In case of the loss of the competency card (CPA), and therefore the inability of the contractor to include a copy with the offer, a letter must be provided from the Parity Committee of the Automotive Service Industry confirming that the given employee is the registered holder of the competency card, but awaits for a new one.

*Note 2: Copy of the competency card CPA: a competency certificate is not an acceptable substitute for a competency card, even if it is issued from the Parity Committee of the Automotive Service Industry.

ANNEX "D"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the

use of hired or non-owned vehicles.

n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to codefend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Garage Automobile Liability Insurance

1. The Contractor must obtain Garage Automobile Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the Insured including Collision or Upset and Comprehensive Damage (including open lot theft).
 - c. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to codefend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror 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);

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

ANNEX “F “

REPORT

(example)

report – (example)					
1st quarter: July 1st to September 30					
No. RISO	Name of business	Department	Number of orders	Total value of quarter	Total Value

Solicitation No. - N° de l'invitation
W1985-21A001/A
Client Ref. No. - N° de réf. du client
W1985-21-A001

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-1-44260

Buyer ID - Id de l'acheteur
MTA 130
CCC No./N° CCC - FMS No./N° VME

ANNEX "G"

COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

PBN: _____