



National Defence  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale  
Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITIONS**

RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :

Department of National Defence  
101 Colonel By Drive  
Ottawa, ON  
K1A 0K2  
Attention: Dennis Lam  
ADM(Mat)/DGMSSC/DBM  
Via email at [Dennis.Lam@forces.gc.ca](mailto:Dennis.Lam@forces.gc.ca)

**Proposal to: National Defence Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

This document contains a security requirement.

**SOLICITATION CLOSES  
L'INVITATION PREND FIN**

At: - à :

02:00 PM Eastern Daylight Time (EDT)

On: - le :

24 October 2022

<b>Title - Sujet</b> CONVERSION OF MILITARY VEHICLES
<b>Solicitation No. N° de l'invitation</b> W6381-23-0003-A
<b>Date of Solicitation - Date de l'invitation</b> 29 August 2022
<b>Address enquiries to: Adresser toutes questions à :</b>  Dennis Lam By e-mail to: <a href="mailto:Dennis.lam@forces.gc.ca">Dennis.lam@forces.gc.ca</a>
<b>Destination</b> See herein

**Instructions:** Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions :** Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

<b>Vendor Name and Address - Raison sociale et adresse du fournisseur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Name - Nom</b>	<b>Title - Titre</b>
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, Non-Disclosure Agreement, Electronic Payment Instructions and any other annexes.

### **1.2 Summary**

Within the Department of National Defence, the Director of Supply Chain Operations Disposal, Sales and Artefacts group (DSCO 7) has a requirement for the conversion of two (2) M109 tanks into Commemorative Monuments with the option to convert an additional two (2) M109 tanks when required. The request for proposal is for the provision of labour, materials, tools, products, storage space, transportation and equipment necessary to transport the Military Vehicles from 25 Canadian Forces Supply Depot at 6363 Rue Notre Dame, Montreal, Quebec, to the Contractor's facility, convert them into Commemorative Monuments and deliver them back to 25 Canadian Forces Supply Depot at 6363 Rue Notre Dame, Montreal, Quebec.

It is intended to result in the award of one (1) contract from the date of Contract to one (1) year later. The conversion of the first two (2) M109 tanks must be delivered by 31 December 2022, with the option to convert an additional two (2) M109 tanks within the period of the contract.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

The requirement is limited to Canadian goods and services.

This procurement is subject to the Controlled Goods Program. The [Defence Production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

**1.3 Debriefings**

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

**1.4 Nunavut Directive**

Not applicable – Intentionally DELETED from this requirement.

**1.5 COVID-19 Vaccination Requirement**

Not applicable – Intentionally DELETED from this requirement.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

- A. Section 02, Procurement Business Number is deleted in its entirety.
- B. Subsection 2.d of Section 05, Submission of bids, is deleted in its entirety and replaced with the following:
  - d. send its bid only to the Department of National Defence (DND) organization receiving the bids as specified on page 1 of the bid solicitation.
- C. Subsection 4 of Section 05, Submission of bids, is amended as follows:
  - Delete: 60 days
  - Insert: 90 days
- D. Section 06, Late bids, is deleted in its entirety.
- E. The text under Section 07, Delayed bids, is deleted in its entirety and replaced with the following:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- F. Section 08, Transmission by facsimile or by epost Connect, is deleted in its entirety.
- G. The text under Section 13, Communications – Solicitation Period, is deleted in its entirety and replaced with the following:

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only as indicated on page 1 of the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.
- H. Subsection 2 of Section 20, Further information, is deleted in its entirety.

If there is a conflict between the provisions of 2003 and this document, this document prevails.

#### **2.1.1 SACC Manual Clauses**

[A9130T](#) (2019-11-28) Controlled Goods Program - Bid

[B1000T](#) (2014-06-26) Condition of Material - Bid

## 2.2 Submission of Bids

Unless specified otherwise in the RFP or otherwise directed by the Contracting Authority, bids must be submitted to the Department of National Defence organization by electronic mail by the date and time indicated on page 1 of the solicitation.

Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority Representative. Larger bids may be submitted through more than one e-mail. The Contracting Authority Representative will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority Representative has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority Representative confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

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

### 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 Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

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

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

## **2.4 Enquiries - Bid Solicitation**

All inquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the inquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical inquiries 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 inquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the inquiry can be answered to all Bidders. Inquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory



specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.6 Improvement of Requirement During Solicitation Period**

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

## **2.7 Availability of Drawings**

Drawings are available upon request. Bidders are to e-mail their request for drawings to: the point of contact identified on page 1 with the File No. Bidders are responsible to request drawings early enough to ensure that the drawings are received before bid closing.

In order to receive a Technical Data Package (TDP), the proposed Bidder must return a signed copy of Annex E, Non-Disclosure Agreement to the point of contact on page 1 on this Request for Proposal. It is to be duly signed by a Senior representative of the company. The TDP will not be released to any bidder without receipt of the Non-Disclosure Agreement.

## **2.8 Bidder's Conference**

Not applicable – Intentionally DELETED from this requirement.

## **2.9 Optional Site Visit or Mandatory Site Visit**

Not applicable – Intentionally DELETED from this requirement.

## **2.10 Basis for Canada's Ownership of Intellectual Property**

Not applicable – Intentionally DELETED from this requirement.

## **2.11 Bid Challenge and Recourse Mechanisms**

Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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

### **3.1 Bid Preparation Instructions**

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid – one (1) soft copy by e-mail;  
Section II: Financial Bid – one (1) soft copy by e-mail;  
Section III: Certifications – one (1) soft copy by e-mail; and  
Section IV: Additional Information – one (1) soft copy by e-mail.

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- A. use 8.5 x 11 inch (216 mm x 279 mm) page size;
- B. use a numbering system that corresponds to the bid solicitation;
- C. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name, and address and contact information of its representative;
- D. soft copies will be accepted in any of the following electronic formats:
  - a. Portable Document Format (.pdf)
  - b. Microsoft Word (.doc, .docx)

### **3.2 Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

### **3.3 Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex B, Basis of Payment.

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

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

If Annex F, 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.

**3.3.2 SACC Manual Clauses**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

**3.4 Section III: Certifications**

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

**3.5 Section IV: Additional Information**

**3.5.1 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

#	Mandatory Technical (MT) Criterion	Reference
<b>MT1</b>	A visit of the selected Contractor's location will be done, before awarding the contract, by the Technical Inspector of the Department of National Defence, accompanied by a Military Police representative in order to validate the security and conformity of the equipment storage site.	Security requirement evaluation
<b>MT2</b>	The Bidder must demonstrate the ownership of the special tools and equipment required to perform the work on all vehicles at its facility and at the final delivery destination.	SOW, Para 4.
<b>MT3</b>	The Bidder must certify that they have an area with a lockable fenced enclosure of at least 6 feet high and under 24 hours surveillance. The surveillance can be electronic or physical. The minimum dimensions of the secure area to enclose the vehicles shall be 16 feet by 36 feet with a minimum height of 16 feet.	A-SJ-100-001/AS-001 <a href="#">National Defence Security Instructions (NDSI) 57</a>
<b>MT4</b>	The Bidder must certify that their facility can accommodate the receipt and the movement of the work identified in the SOW.	SOW Para 5.
<b>MT5</b>	The Bidder's facility where the conversion will be performed must be located in a 700 kilometres perimeter from the Military facility.	Justification: The location of the facility must be at a reasonable distance to accommodate the TA and the QAR who will be required to visit the location regularly. The relatively close proximity is required to limit the risk of having Controlled Goods system on the road for long period of time.
<b>MT6</b>	The Bidder must provide documented proof of being certified <a href="#">ISO 9001:2008</a> or the Contractor's quality management system must address all requirements appropriate to the scope of the Work. Only exclusions in accordance with clause 1.2 of ISO 9001 are acceptable.	
<b>MT7</b>	The Bidder must provide documented proof of being certified by the Canadian Welding Bureau or proof that the hired Welder is certified by the CWB.	

**4.1.2 Financial Evaluation**

Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

**4.2 Basis of Selection**

**4.2.1 Mandatory Technical Criteria**

SACC Manual clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.1.2 Additional Certifications Required with the Bid**

Not applicable – Intentionally DELETED from this requirement.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## 5.2.2 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The bidder certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3 .6.(9), Example 2, of the Supply Manual.

5.2.3.1.1 SACC Manual clause [A3050T](#) (2010-01-11) Canadian Content Definition

### 5.2.3.2 Set-aside for Indigenous Business

Not applicable – Intentionally DELETED from this requirement.

### 5.2.3.3 Status and Availability of Resources

Not applicable – Intentionally DELETED from this requirement.

### 5.2.3.4 COVID-19 vaccination requirement certification

Not applicable – Intentionally DELETED from this requirement.

### 5.2.3.5 Rate or Price Certification

Not applicable – Intentionally DELETED from this requirement.

### 5.2.3.6 Education and Experience

Not applicable – Intentionally DELETED from this requirement.

#### **5.2.3.7 Welding Certification**

Welding must be performed by a welder certified by the Canadian Welding Bureau and in accordance with the requirements of the following Canadian Standard Association (CSA) standards:

- A. CSA W47.1-03, Certification of Companies for Fusion Welding of Steel division level 3; and
- B. CSA W47.2-M1987(R2003), Certification of Companies for Fusion Welding of Aluminum division level 3.

Before contract award and within twenty (20) calendar days of the written request by the Contracting Authority, the successful Bidder must submit evidence demonstrating its certification to the welding standards.

#### **5.2.3.8 Limited to Firms on the Inuit Registry (IFR)**

Not applicable – Intentionally DELETED from this requirement.

#### **5.2.3.9 Other Certifications**

See Part 4, Evaluation Procedures and Basis of Selection, Mandatory Technical Criteria - MT3, MT4 and MT6.



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

### **6.1 Security Requirements**

Before award of a contract, the following conditions must be met:

- A. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses.

Before access to sensitive information is provided to the Bidder, the following conditions must be met:

- A. the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
- B. the Bidder's security capabilities must be met as indicated in Part 7 – Resulting Contract Clauses.

For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

Not applicable – Intentionally DELETED from this requirement.

### **6.3 Bid Financial Security**

Not applicable – Intentionally DELETED from this requirement.

### **6.4 Controlled Goods Requirement**

SACC Manual clause [A9130T](#) (2019-11-28) Controlled Goods Program

### **6.5 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

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

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Annex A and its Appendices.

#### **7.1.1. Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **7.1.2. Task Authorization**

Not applicable – Intentionally DELETED from this requirement.

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1. General Conditions**

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

- A. Subsection “Canada, “Crown”, “Her Majesty” or “the Government” of Section 01, Interpretation, is deleted and replaced with the following:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

#### **7.2.2. Supplemental General Conditions**

Not applicable – Intentionally DELETED from this requirement.

### **7.3 Security Requirements**

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

**Security Requirement for Canadian Supplier: PWGSC File No. W6381-23-0003**

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding and Production Capabilities at the level of PROTECTED A, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
4. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) *Contract Security Manual* (Latest Edition).

#### 7.3.2. **Contractor's Sites or Premises Requiring Safeguarding Measures**

1. Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country
2. The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

### 7.4 **Term of Contract**

#### 7.4.1. **Period of the Contract**

The period of the Contract is from date of Contract to [to be specified in resulting contract] inclusive.

#### 7.4.2. **Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

**7.4.3. Delivery Date**

The conversion and delivery of the first two (2) M109 tanks into Commemorative Monuments must be received on or before 31 December 2022.

The conversion and delivery of the optional goods and/or services will be determined when the option is exercised.

**7.4.4. Comprehensive Land Claims Agreements (CLCAs)**

Not applicable – Intentionally DELETED from this requirement.

**7.4.5. Delivery Points**

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

**7.5 Authorities**

**7.5.1. Contracting Authority**

The Contracting Authority for the Contract is:

Name: Dennis Lam  
Title: Procurement and Contracting Officer  
Organization: Department of National Defence  
Directorate: Directorate of Business Management  
Address: National Defence Headquarters  
101 Colonel By Drive Ottawa, ON, K1A 0K2  
Telephone: 613-219-5185  
E-mail: [Dennis.Lam@forces.gc.ca](mailto:Dennis.Lam@forces.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**7.5.2. Technical Authority**

Name: [to be specified in resulting contract]  
Title: [to be specified in resulting contract]  
Organization: Department of National Defence  
Directorate: [to be specified in resulting contract]  
Address: National Defence Headquarters  
101 Colonel By Drive, Ottawa, ON, K1A 0K2  
Telephone: [to be specified in resulting contract]  
E-mail: [to be specified in resulting contract]

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

**7.5.3. Contractor's Representative**

Name: [to be specified in resulting contract]

Title: [to be specified in resulting contract]  
Organization: [to be specified in resulting contract]  
Address: [to be specified in resulting contract]  
Telephone: [to be specified in resulting contract]  
E-mail: [to be specified in resulting contract]

**7.6 Proactive Disclosure of Contracts with Former Public Servants**

[full text of SACC Manual clause A3025C (2020-05-04), Proactive Disclosure of Contracts with Former Public Servants, will be inserted if the selected Bidder provided in accordance with the article 3 of Part 2, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension]

**7.7 Payment**

**7.7.1. Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B, Basis of Payment, Delivery Duty Paid (DDP) at Consignee, as per Incoterms 2000, for a cost of \$[to be specified in resulting contract]. Customs duties are included and Applicable Taxes are extra.

**7.7.2. Limitation of Price**

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

**7.7.3. Single Payment**

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

**7.7.4. Electronic Payment of Invoices – Contract**

[to solely include in the clause the electronic payment instruments selected by the bidder, as indicated in its financial bid]

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

- A. Visa Acquisition Card;
- B. MasterCard Acquisition Card;
- C. Direct Deposit (Domestic and International);
- D. Electronic Data Interchange (EDI);
- E. Wire Transfer (International Only);
- F. Large Value Transfer System (LVTS) (Over \$25M).

**7.7.5. Discretionary Audit**

SACC Manual Clause [C0101C](#) (2010-01-11) Discretionary Audit

**7.7.6. Time Verification**

Not applicable – Intentionally DELETED from this requirement.

## 7.8 Invoicing Instructions

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

Invoices must be prepared to show the licence plate number and/or identification number of the vehicle in question.

Each invoice must be supported by a copy of the release document and any other documents as specified in the Contract.

Invoices must be distributed as follows: The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.9 Certifications and Additional Information

### 7.9.1. Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 7.9.2. Registered on the Inuit Firm Registry (IFR)

Not applicable – Intentionally DELETED from this requirement.

### 7.9.3. Federal Contractors Program for Employment Equity - Default by the Contractor

Not applicable – Intentionally DELETED from this requirement.

### 7.9.4. SACC Manual Clauses

[A9117C](#) (2007-11-30) T2104 – Direct Request by Customer Department

[B1505C](#) (2016-01-28) Shipment of Hazardous Materials

[C2801C](#) (2017-08-17) Priority Rating – Canadian-based Contractor

[D3010C](#) (2016-01-28) Delivery of Dangerous Goods/Hazardous Products

[D3015C](#) (2014-09-25) Delivery of Dangerous Goods/Hazardous Products – Labelling and Packaging Compliance

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

[D5540C](#) (2021-05-20) ISO 9001:2015 Quality Management Systems – Requirements (Quality Assurance Code Q)

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

### 7.9.5. Release Documents - Distribution

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

- A. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- B. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- C. One (1) copy to the Contracting Authority;
- D. One (1) copy to:

National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON, K1A OK2  
Attention: [to be specified in resulting contract]

- E. One (1) copy to the Quality Assurance Representative;
- F. One (1) copy to the Contractor; and
- G. For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A OK2

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

#### 7.9.6. Quality Plan

No later than thirty (30) days after the effective date of the Contract, the Contractor must submit for acceptance by the Department of National Defence (DND) a Quality Plan prepared according to the latest issue (at contract date) of *ISO 10005:2018 "Quality management systems - Guidelines for quality plans"*. The Quality Plan must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan.

The documents referenced in the Quality Plan must be made available when requested by Public Works and Government Services Canada or DND.

If the Quality Plan was submitted as part of the bidding process, the Contractor must review and, where appropriate, revise the submitted plan to reflect any changes in requirements or planning which may have occurred as a result of pre-contract negotiations.

Upon acceptance of the Quality Plan by DND, the Contractor must implement the Quality Plan. The Contractor must make appropriate amendments to the Quality Plan throughout the term of the contract to reflect current and planned quality activities. Amendments to the Quality Plan must be acceptable to DND.

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

#### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec. [or the province or territory as specified by the Bidder in its bid, if applicable]

#### 7.11 Priority of Documents

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

- A. the Articles of Agreement;
- B. the general conditions [2035](#) (2020-05-28), General Conditions - Higher Complexity – Services;
- C. Annex A, Statement of Work;
- D. Annex B, Basis of Payment;
- E. Annex C, Security Requirements Check List;
- F. Annex D, Insurance Requirements;
- G. Annex E, Non-Disclosure Agreement;
- H. Annex F, Electronic Payment Instructions; and
- I. the Contractor's bid dated [to be specified in resulting contract], as clarified on [to be specified in resulting contract, if applicable], and as amended on [to be specified in resulting contract, if applicable].

#### **7.12 Defence Contract**

SACC Manual clause [A9006C](#) (2021-07-16) Defence Contract

#### **7.13 Foreign Nationals (Canadian Contractor)**

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

#### **7.14 Insurance – Specific 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.

#### **7.15 Controlled Goods Program**

SACC Manual clause [A9131C](#) (2020-11-19) Controlled Goods Program

SACC Manual clause [B4060C](#) (2018-06-21) Controlled Goods Program

#### **7.16 Limitation of Liability**

Not applicable – Intentionally DELETED from this requirement.

#### **7.17 Dispute Resolution**

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.



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.

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****PURPOSE**

1. The purpose of this document is to provide the general and specific requirements for the full and satisfactory performance of work on military vehicles in the aim of converting two (2) M109 tanks into commemorative monuments with the option to convert an additional two (2) M109 tanks when required. The goods and services will be provided and executed by a private sector Contractor on behalf of the Department of National Defence (DND), represented by the Director of Supply Chain Operations Disposal, Sales, Artefact (DSCO 7).

**BACKGROUND**

2. The Canadian Forces (CF) have four (4) M109 tanks, which are out of commission and have been declared surplus (see photographs in Appendix E). The aim is to remove the existing residual, unserviceable materiel and to carry out certain work in the aim of converting two (2) of the vehicles into a commemorative monuments with the option to convert an additional two (2) vehicles when required.

**DEADLINE**

3. All work and services, including pick-up and delivery at final destination for each vehicle conversion must be completed by 31 December 2022.

**WORK DESCRIPTION****General**

4. The Contractor must provide the labour, materials, tools, products, work and storage space, transportation and equipment required to transport each vehicle from 25 Canadian Forces Supply Depot at 6363 Rue Notre Dame, Montreal, Quebec, convert it to a commemorative monument, and deliver the commemorative monument back to 25 Canadian Forces Supply Depot at 6363 Rue Notre Dame, Montreal, Quebec.

**SECURITY REQUIREMENTS**

5. The Contractor must provide a security perimeter with restricted access for the equipment. The Contractor must provide a parking area fenced (6 feet high) with a locked barrier, or provide a hangar where all pieces of equipment will be stored inside within the Contractor's premises. The minimum dimensions of the secure area to enclose the vehicles must be 16 feet by 36 feet with a minimum height of 16 feet. These dimensions are also the minimum free space required to work on the larger vehicle described herein at Appendix E.

**VISIT TO LOCATION**

6. A visit of the selected Contractor's location will be done before awarding the contract by the Technical Inspector of the Department of National Defence, in order to validate the security and conformity of the equipment storage site.

**RETURN OF DESIGNATED PIECES OF EQUIPMENT**

7. In preparation for the return of designated pieces of equipment, each piece must be cleaned and identified by the Contractor then inspected by the DND Technical Representative. Upon inspection, the Contractor must prepare the return parts for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package the equipment in quantity of one (1) by package. The equipment will be returned to 25 Canadian Forces Supply Depot (Montréal) at as per the Technical Representative instructions.

#### **RETURN OF REFERENCE MANUALS**

8. Provided references, regardless of shape (electronic or paper) must be returned by Contractor to DSCO 7 upon completion of the contract. Any copies made for practicality reason during the contract period must be destroyed at the end date of the contract. The Contractor will be required to sign an attestation provided by the Technical Authority stating that all documents will be destroyed after the work is completed. Any electronic documents are not permitted to be shared, produced or stored on non-DND networks.

#### **DISPOSAL OF RESIDUAL MATERIALS**

9. The Contractor must identify all residual materials requiring disposal. The DND technical representative will ensure that any controlled goods that may have been accidentally missed and is found with the residual materials get segregated and returned to 25 Canadian Forces Supply Depot (Montréal) along with the designated pieces of equipment as per the instructions in Annex A. Upon approval by the DND technical representative, disposal of residual materials will be done in accordance with the applicable acts, regulations and environmental standards in effect, including requirements respecting the disposal of hazardous waste. Following the final inspection by the designated technical representative from DND, all applicable certificates set out in annexes must be completed.

#### **DND RESPONSIBILITIES**

10. As part of the performance of the work covered in this document, DND will provide the following:
- a. The machinery, equipment and operators required at the 25 Canadian Forces Supply Depot (Montréal) to place each vehicle onto the transportation truck designated by the Contractor.
  - b. The personnel required to coordinate visits for picking up the vehicles and grant the Contractor or the contractor's designated personnel access to the DND site and the vehicles and machinery;
  - c. The personnel required for the initial inspection of the Contractor's storage and work facilities in order to ensure that they meet requirements.
  - d. The personnel required to inspect the Contractor's work, including the batch of components removed from each vehicle, and record the conversion;
  - e. The Technical Authority to provide instructions to the welder for operating the M109 gun (opening and closing the breech) before any welding is initiated.

#### **DELIVERABLES**

11. Current requirements for conversion are as follows:
- Two (2) M109 tanks into Commemorative Monuments

#### **APPENDICES**

Appendix A - Technical Specifications for the Preparation of a M109  
 Appendix B - Warning Plate Instructions  
 Appendix C - Conversion to Display Monument Confirmation  
 Appendix D - Halon Decommissioning Certificate  
 Appendix E - Equipment Photo

## APPENDIX A – TECHNICAL SPECIFICATIONS FOR THE PREPARATION OF M109 AS DISPLAY MONUMENT

### PURPOSE

1. The purpose of this instruction is to provide a detailed guide when preparing M109 to be used as memorials and monuments. Photos are provided in Appendix E.

### REQUIREMENTS

2. The Contractor must ensure the following is completed as part of the equipment preparation.

#### CAB GUNNERY M109

3. As part of the preparation process there are assemblies that are to be removed from the vehicle. All fluids, oils and coolant, are to be removed from the major assemblies and disposed of in accordance with current environmental regulations, policies and practices. The assemblies/components that are to be removed, cleaned and returned to 25 Canadian Forces Supply Depot (Montréal) are:

- a. Engine;
- b. Transmission;

**Safety: Prior to working on gunnery parts, the gun barrel is to be affixed to the travel lock mechanism, at the front end of the vehicle;**

- c. Remove all Nitrogen from the recoil system and accumulators;

**Caution: Removing Nitrogen when the gun is elevated will cause injury if the barrel is not locked in the travel lock support clamp.**

- d. Drain all hydraulic fluid from recoil system, hydraulic components and discard all filters and flush the system.

#### CAB ARTILLERY FIRE CONTROL ELECTRO-OPTICS M109

4. All of the following Sighting components must be removed, packaged, identified and returned to 25 Canadian Forces Supply Depot (Montréal) for consolidation and repair decision by the TA:

- a. The items to be physically removed from the turret are as follows:
  - 1) NSN: 1290-00-896-2236 QUADRANT, FIRE CONTROL, M15 (T23E2) (\*return Repairable Reserve);
  - 2) NSN: 1240-00-871-2969 MOUNT, TELESCOPE, M145 (T208) (\*return Repairable Reserve); and
  - 3) NSN: 1240-00-864-0348 MOUNT, TELESCOPE, M146 (return Repairable Reserve).

5. Items that must be welded in position are as follows:

- a. A wooden plug must be inserted in the muzzle end of the barrel and a steel plate must be welded over the plug;
- b. Barrel welded inside the breech ring;
- c. **WARNING** Prior to completing this step, ensure that the leaf springs closing breech's tension

have been removed. In the event that the spring tension has not been removed contact the Technical Authority. Weld a rod in the barrel chamber to prevent loading;

- d. Breech ring welded to the cradle with a steel plate and the breech ring must be welded with a steel rod to the ceiling and the recoiling mass to the trunnion;
- e. Breech block assembly;
- f. Firing block assembly;
- g. Obturator group assembly;
- h. Carrier and crank assembly;
- i. In the event that the firing mechanism M35 assembly is not already removed, it must be removed and returned to 25 Canadian Forces Supply Depot (Montréal);
- j. Breech operating lever assembly;
- k. Traverse mechanism assembly;
- l. Actuator assembly;
- m. Loader rammer assembly;
- n. S.A. cam assembly;
- o. Bracket stowage rammer assembly;
- p. Race ring electrical with all contact arms tack weld against the cab;
- q. Barrel lock in the travel lock support clamp;
- r. Travel lock support clamp and locking handle are locked in the locking position (**Note: Must remove the asbestos before welding**);
- s. Upper and lower rotor shield welded outside and inside the cab;
- t. Tube torque key bolts welded to the barrel;
- u. Trunnion bearings;
- v. Bore evacuator (remove the ball bearings first) (Note: cut a slot 0.5 inches by 3 inches long at the bottom before welding);
- w. Baskets covers and removable components;
- x. Barrel shields welded to barrel;
- y. Ballistic cover assembly with ring ballistic cover;
- z. Commander's cupola and ring;
- aa. Cap protective sight mount welded in closed position;

- bb. Turret race rings assembly welded at different places;
- cc. Recoil assembly to the cradle (recuperator, variable recoil and buffer cover caps);
- dd. Loader's hatch in the close and lock position;
- ee. Locking pins and chain welded in position;
- ff. Cab side doors left and right tacked welded;
- gg. Bustle Doors and Clevis assembly tacked welded;
- hh. Door assembly Projectile tacked welded;
- ii. Periscope Protective Cover welded in a close and lock position;
- jj. Crew Commander Hatch welded in a close and lock position;
- kk. Gunner Escape Hatch welded in a close and lock position;
- ll. .50 Cal MG Mount assembly;
- mm. Trunnion Bracket welded to the Cab;
- nn. All Stowage Box and Covers;
- oo. Cab assembly Racks tack welded;
- pp. Bracket Mount Bolts of the Elevating Cylinder Bracket;
- qq. Mounting Base Electrical Generator Bolts;
- rr. Immobilization by tack welding all moving components and parts that can easily be removed;
- ss. The spades gun carriage trail locks (left and right) are to be tack welded;
- tt. Metal Plate  $\frac{1}{4}$  inch tick must be welded at the end of the barrel;
- uu. Muzzle brake and the locking ring to the barrel;
- vv. Round Stock 0.5 Inches welded inside the 76MM Grenade Launchers Tubes and 0.5 inches hole drilled at the bottom; and
- ww. Weld a cold rod or angle iron or pipe,  $\frac{1}{4}$  in. thick on the top of the breech ring and butted up to the ceiling. This is to prevent gun movement up and down in case of vandalism against the front gun travel lock assembly.

6. The references manuals to prepare the cab gunnery are as follows:

- a. CTFO C-71-203-000/MX-000, Illustrated spare parts manual;
- b. C-71-010-008/MN-000, Procedures for preparing equipments as Memorial or Museum Piece;
- c. A-LM-187-004/JS-001, Hazardous material manual;
- d. C-04-005-054/AG-001, Technical Management Policy and Procedures, Land Maintenance System Guidelines for the use of Chemical Agent Resistant Coatings (CARC), 1997-05-12;
- e. C-30-621-002/DU-001, Lubrication order;
- f. C-71-203-004/MM-001, First and Second line maintenance instructions;
- g. 9-2350-217-2, Depot Maintenance Work Requirements (DMWR), April 1976;
- h. C-71-203-000/MA-000, DATA SUMMARY Howitzer, medium, self-propelled, 155mm, M109A4 CDN and M109A4+, 1996-05-31;
- i. C-71-270-000/MX-001, Illustrated repair parts manual and scale, smoke and fragmentation grenade launcher system, dated 26 Aug 02; and
- j. D-84-001-004/SF-001, Specification for coating, camouflage, chemical agents resistant, 1997-10-14.

#### **CHASSIS M109 VEHICLE**

7. The vehicle components to be disposed of are as follows:

- a. Engine oil system hoses must be drained flushed and the filters must be discarded. In addition, the coolant system and hoses must be drained and flushed complete;
- b. Transmission oil system coolant & oil sample hoses must be drained flushed and the filters must be discarded;
- c. Transfer case oil system must be drained flushed;
- d. Auxiliary drive and power take off must be drained flushed;
- e. Fuel cells must be drained and purged;
- f. Fuel lines must be flushed and purged;
- g. Radiators must be drained;
- h. Fan assemblies must be drained;
- i. Batteries (if installed) must be removed and returned to 25 Canadian Forces Supply Depot (Montréal); and
- j. Heaters, coolant and personnel fuel lines must be flushed and purged and coolants hoses must be flushed.

Note: The NSN for each of the assemblies indicated above can be found in CTFO C-30-621-000/MX-000

8. The following items are to be treated and disposed of as per government's environmental regulations:

- a. **To be applied to the M109 tanks**
- b. Final drive, must be drained completely;
- c. The sprocket carriers must be tack welded to the final drive and the sprocket rings must be tack welded to the sprocket carriers to prevent any movement of the tracks;
- d. Fixed fire extinguisher must be flushed, tagged and inoperative;
- e. Episcopes are to remain installed;
- f. To prevent water from building up inside the hull, the covers plate hull floor and engine compartment drain must be removed and a screen is to be fixed over the opening to prevent rodents from nesting inside the hull;
- g. The driver hatch is to be closed and tack welded in place to prevent opening.

9. These vehicles are to have the parts identified on a permanent asbestos label affixed to the interior of the vehicle - identifying asbestos containing parts and their locations - to facilitate the final disposal of the vehicle. As a general, safe practice, unless it is known otherwise, it is recommended that all gasket materials be treated as though it contains asbestos.

Note: The Environmental Assessment provided for the M109 reflect in detail the entire related hazardous materiel and mitigation requirement to convert these vehicles in to commemorative monuments.

10. The vehicle paint is to be touched up as required in such a way that it covers the bared surfaces with metal paint, as per the existing vehicle pattern and colour.

The touch-up paint must:

- a. Protect the metal from oxidation and other materials from deterioration;
- b. Be available in colours comparable and compatible to the CARC and removable camouflage paints.

11. The M109 vehicles have been in service for approximately 40 years. As such their exterior surfaces may contain either, or both, of the US Military Chemical Agent Resistant Coating (CARC) topcoats conforming to MIL-C-5309 or MIL-C-46168, and/or the Canadian CARC conforming to Canadian Military Standard D-84-001-004/SF-001. When cured CARCs are heated above 170°C during welding, grinding, sanding or heat generating activities, the urethane chemical linkages will start to decompose and hazardous decomposition products (isocyanides) liberated. Protective clothing must therefore be worn and is to consist of impervious gloves, eye protection, coveralls, and NIOSH approved positive pressure powered air supplied respirator.

12. To ensure that the CARC is easily identifiable to future workers conducting maintenance activities, a permanent metal plate (in bilingual format) is to be affixed to the exterior of the M109 destined for display monuments or museum pieces. The instructions for this metal plate are found at Appendix B – Warning Plate Instructions.



13. When the conversion is complete, a Conversion to Display Monument Confirmation (Annex C) must be filled out and placed on file locally for five years for audit purposes. A copy must be sent to the responsible LCMM/TA for their records.

**APPENDIX B – WARNING PLATE INSTRUCTIONS**

Provide and install on each converted piece of equipment a black, 1/8"-thick metallic plate with the below-listed text (in bilingual format) engraved on it in white lettering.

Note: The size of the lettering will be determined such that all of the below-listed text can be placed on an 8.5" X 11" plate.

**AVERTISSEMENT**

Le revêtement extérieur de ce véhicule contient des éléments le rendant résistant aux agents chimiques (RRAC). Des substances toxiques comme des isocyanates et des métaux lourds peuvent être libérés lors d'opérations génératrices de chaleur intense comme le ponçage, le meulage, le soudage et le perçage. Ce genre de travaux doit être exécuté dans un endroit bien aéré et le personnel exécutant doit porter l'équipement de protection suivant : un respirateur à pression positive approuvé par le National Institute of Occupational Safety and Health, des lunettes, une combinaison et des gants imperméables en accord avec les procédures dans le MIL-DTL-64159 Type II. La poussière et les autres matières produites par de telles activités doivent être considérées comme des déchets dangereux. Ne pas enlever ni recouvrir cet avertissement à moins que la totalité du revêtement externe n'ait été enlevée.

**WARNING**

The exterior coating of this vehicle contains elements that make it a Chemical Agent Resistant Coating (CARC). Toxic substances including isocyanates and heavy metals are released during heat generating activities such as sanding, grinding, welding or drilling. In addition to ensuring a well ventilated work area, wear the following personal protective equipment during these types of activities: a National Institute of Occupational Safety and Health approved positive pressure powered air supplied respirator, goggles, impervious gloves and coveralls, in accordance with the procedures in MIL-DTL-64159 Type II. Dust and other materials from these activities must be treated as hazardous waste. Do not remove or cover this warning unless all exterior coatings have been totally removed

**APPENDIX C – CONVERSION TO DISPLAY MONUMENT CONFIRMATION - (SPECIFY THE TYPE OF EQUIPMENT)**

Ref: A. Canadian Environmental Protection Act  
B. DAOD 4003-1, Hazardous Materials Management

1. Authority has been granted by the VCDS to donate quantity \_\_\_\_\_ (specify type of equipment), NSN: \_\_\_\_\_. Instruction is to convert (specify type of equipment) CFR# \_\_\_\_\_ to a Display Monument.

2. Confirmation requires that the following processes are conducted:

- a. All EIS, communications, Night Vision and weapons related equipment be removed and returned to the CFSS; and
- b. The removal of hazardous materials (PCBs, oils, hydraulic fluids, greases, etc), the components, or their sub assemblies, prior to final positioning at the selected display site, to be compliant with requirements contained within refs B and C.

3. The Company represents that qualified maintenance personnel, using appropriate trade and environmental practices, prepared the vehicle for final positioning, **in accordance with Annex** (specify the appropriate annex) of the Statement of Work.

\_\_\_\_\_  
NAME      POSITION      DATE      SIGNATURE

4. The technical authority confirms that the work has been conducted in accordance with the Statement of Work and that the monument is accepted.

\_\_\_\_\_  
NAME      POSITION      DATE      SIGNATURE

5. The TA must send an electronic copy of the signed Conversion for Display Monument Confirmation to the appropriate EMT representative at NDHQ

**APPENDICE C — CONFIRMATION DE LA CONVERSION EN MONUMENT — (PRÉCISER LE TYPE D'ÉQUIPEMENT)**

Réf. : A. *Loi canadienne sur la protection de l'environnement*

B. DOAD 4003-1, Gestion des matières dangereuses

1. Le VCEMD a donné l'autorisation de faire don d'une certaine quantité de \_\_\_\_\_ (préciser le type d'équipement), NNO : \_\_\_\_\_. L'instruction consiste à convertir (préciser le type d'équipement) le NMFC n° \_\_\_\_\_ en monument.

2. La confirmation exige que les processus suivants soient suivis :

- a. Tout l'équipement relatif au BDM, à la vision nocturne et aux armes doit être enlevé et retourné au SAFC;
- b. Les matières dangereuses (BPC, huile, fluide hydraulique, graisse, etc.), les composants ou leurs assemblages doivent être enlevés conformément aux exigences présentées dans les ouvrages de référence A, B, C, D avant la mise en place des monuments sur le site d'exposition choisi.

3. La compagnie déclare que le personnel de maintenance qualifié a préparé le véhicule pour sa mise en place finale dans les règles de l'art et en utilisant les pratiques environnementales **appropriées conformément à l'annexe** (préciser l'annexe appropriée) de l'énoncé des travaux.

\_\_\_\_\_  
NOM    POSTE    DATE    SIGNATURE

4. Le responsable technique confirme que les travaux ont été effectués conformément à l'énoncé des travaux et que le monument est acceptable.

\_\_\_\_\_  
NOM    POSTE    DATE    SIGNATURE

5. Le responsable technique enverra une copie électronique de la confirmation de la conversion en monument signée au représentant de l'EGE approprié au QGDN.

**APPENDIX D - HALON DECOMMISSIONING CERTIFICATE (SPECIFY TYPE OF EQUIPMENT)**

**DISPOSAL OR DECOMMISSIONING NOTICE FOR A SYSTEM**

**Technician / Contractor Name (Print):** MWO Reginald Mercure

**Technician Certificate Number:** NB02254

**Service Company / Technician Employer:** Department of National Defence (DND)

**Name and Address of Owner of System:** DND, DGLEPM  
101 Colonel By Drive, Ottawa, On  
K1A 0K2

**Equipment Registration Number:** CFR: 85-77249, ECC: 119205,  
Model Number: M109 A4+

**Name of Operator of System:** DND

**Location of System Before Decommissioning:** DND, DGLEPM, DASPM 3, Ottawa

**Type of System: (Circle one):**

Fire Extinguishing      Solvents Refrigeration

**Halocarbon FULLY recuperated from System:**      Yes      No

Amount \_\_\_\_\_ KG

**Remarks:**      HALON Bottles removed

**Type of Halocarbon:**      Halon 1211

**Final destination System:**      Ottawa, National War Museum

**Signature of Technician:**      MWO R. Mercure

**Date of Decommissioning:**      05 / May / 2006

**NOTE: Send a FAX copy of the signed Base Decommissioning Certificate to National Defence Headquarters, at the attention: DASPM 3, FAX # : 819-997-1383**

**APPENDICE D — CERTIFICAT DE MISE HORS SERVICE DE SYSTÈME AU HALON (PRÉCISER LE TYPE D'ÉQUIPEMENT)**

**AVIS D'ÉLIMINATION OU DE MISE HORS SERVICE D'UN SYSTÈME**

**Nom du technicien / de l'entrepreneur (en lettre moulées) :** adjum Reginald Mercure

**Numéro de certificat du technicien :** NB02254

**Entreprise de services / employeur du technicien :** ministère de la Défense nationale (MDN)

**Nom et adresse du propriétaire du système :** MDN/DGGPET  
101 Colonel By Drive, Ottawa (Ontario)  
K1A 0K2

**Numéro d'immatriculation du matériel :** NMFC : 85-77249, CCE : 119205,  
Numéro de modèle : M109 A4+

**Nom de l'opérateur du système :** MDN

**Emplacement du système avant la mise hors service :** MDN, DGGPET, DAPEA 3, Ottawa

**Type de système : (encercler l'une des réponses suivantes) :**

Extincteur    Système de solvants    Système de réfrigération

**Les halocarbures ont ENTièrement été récupérés du système :**    Oui    Non

Quantité \_\_\_\_\_ kg

**Remarques :**    Bouteilles de halon enlevées

**Type d'halocarbure :**    Halon 1211

**Destination finale du système :**    Ottawa, Musée canadien de la guerre

**Signature du technicien :**    adjum R. Mercure

**Date de la mise hors service :**    5 mai 2006

**REMARQUE :** Envoyer une **TÉLÉCOPIE** du certificat de mise hors service de système signé au Quartier général de la Défense nationale, à l'attention de : **DAPEA 3**, n° de télécopieur : **819-997-1383**.

**APPENDIX E – EQUIPMENT PHOTOS**

**M109**



The M109 armoured vehicle is 29.66' (9.04 metres) long; 10.34' (3.15 metres) wide and 10.77' (3.28 metres) high. The weight is 55,049.43 pounds (24,970 kilograms)

**ANNEX B, BASIS OF PAYMENT**

**A – Contract Period (from date of Contract to one (1) years later)**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Item No.	Conversion (Vehicle Type)	U of I	Qty	Unit Price	Total Price	Delivery
1	M109 Tank (as per Statement of Work)	EA	2	[\$[to be specified in resulting contract]]	[\$[to be specified in resulting contract]]	[\$[to be specified in resulting contract]]

**B – Optional Goods and/or Services**

Item No.	Conversion (Vehicle Type)	U of I	Qty	Unit Price	Total Price	Delivery
1	M109 Tank (as per Statement of Work)	EA	2	[\$[to be specified in resulting contract]]	[\$[to be specified in resulting contract]]	[\$[to be specified in resulting contract]]

**ANNEX C, SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat <b>W6381-23-0003</b>
Security Classification / Classification de sécurité Protect A with attachment

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité <b>Protected A with attachment</b>
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**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?  
On DND premises, unscreened pers. may only access public/reception zones  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Yes  
Non / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

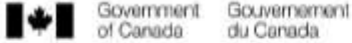
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou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

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

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMBEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL	A		B	C		
Information / Assets / Renseignements / Biens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

[SRCL signature page (page 4) to be inserted here in resulting contract]

## **ANNEX D, INSURANCE REQUIREMENTS**

### **1) 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.

## **2) 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.

**ANNEX E, NON-DISCLOSURE AGREEMENT**

The Bidder hereby acknowledges that this technical data package contains Commercially Confidential information. Interested bidders are to return the certification below by email to the individual identified on page 1 of this Request for Proposal.

The proposed bidder hereby agrees:

- A. To maintain the confidentiality of the Technical Data Package;
- B. That the information contained within the Technical Data Package will not be copied, disclosed or provided to another party without the consent of Canada;
- C. Not to use the Technical Data except as may be necessary to carry out the Work for Canada;
- D. To ensure that any prospective subcontractor is subject to the same Conditions;
- E. Return the Technical Data Package to the Contracting Authority prior to bid closure for this solicitation if no bid is made; and
- F. To return the Technical Data Package to the Contracting Authority within five (5) days after being requested to do so by the Contracting Authority.

Certification of a Senior Official:

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

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

Company: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**ANNEX F, ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)