



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

REQUEST FOR STANDING OFFER DEMANDE D'OFFRE À COMMANDES

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Paige Morris
Paige.Morris@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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation Closes – L'invitation prend fin

At – à : 14 :00 EST (Eastern Standard Time)

On - le : October 4th, 2022 / 4th octobre 2022

| | |
|---|---|
| Title/Titre Packaging Items RFSO/ Articles d'emballage RFSO | Solicitation No – N° de l'invitation W8486-217437/A |
| Date of Solicitation – Date de l'invitation September 2th, 2022 / 5 septembre 2022 | |
| Address Enquiries to – Adresser toutes questions à Paige Morris Paige.Morris@forces.gc.ca | |
| Telephone No. – N° de téléphone 343-552-7713 | FAX No – N° de fax |
| Destination 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.

| | |
|---|---------------------------------------|
| Delivery required - Livraison exigée | Delivery offered - Livraison proposée |
| Vendor Name and Address - Raison sociale et adresse du fournisseur | |
| Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie) | |
| Name/Nom _____ | Title/Titre _____ |
| Signature _____ | Date _____ |

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Purchase Description, the Basis of Payment, Bid Evaluation Process, the Electronic Payment Instrument and The Non-disclosures agreement.

1.2 Summary

This requirement is to establish one (1) National Individual Standing Offer (NISO) for the supply of packaging materials, in accordance with the Annex A – Purchase Description, Annex B – Pricing Schedule, Annex C – Bid Evaluation Process/ Mandatory Evaluation Criteria and with the Design Data List (DDL), Annex D – Electronic Payment Instruments, Annex F- Non-Disclosure agreement. This requirement will be for an initial period of three (3) years with two optional periods of one (1) year.

The Offeror must supply Packaging Materials to the Department of National Defence (DND) on an as-and-when requested basis to be delivered to CFB Montreal, Quebec, 6363 Notre Dame St East H1N 3V9 and CFB Edmonton, Alberta, 195 Ave. 82 St PO Box 10500 Stn Forces T5J 4J5.

This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Comprehensive and Economic Trade Agreement (CETA) and the Canada-Ukraine Free Trade Agreement (CUFTA).

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.
- c) Subsection 2.d. of Section 05, Submission of Bids, is deleted entirely and replaced with the following:

Send the bids only to the address specified in the bid solicitation.

- 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 Offer's responsibility to ensure that the Standing Offer Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submissions of bids will not be accepted.
- f) Section 08, Transmission by Facsimile or epost Connect, is deleted in its entirety.
- g) Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

| SACC Reference | Title | Date |
|----------------|-------------------------------|------------|
| M1004T | Condition of Material - Offer | 2016-01-28 |

2.2 Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).

- b) **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 Offeror or Standing Offer Authority.** Larger bids may be submitted through more than one e-mail. The Standing Offer Authority will confirm receipt of documents. It is the Offeror's responsibility to ensure that the Standing Offer Authority has received the entire submission. Offerors should not assume that all documents have been received unless the Standing Offer Authority confirms receipt of each document. In order to minimize the potential for technical issues, Offerors 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 Request for Standing Offers, transmission of offers by facsimile will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 Availability of Drawings

Drawings are available upon request. Offerors are to email their request for drawings to: DND - Attention: Standing Offer Authority, Email: Paige.Morris@forces.gc.ca specifying the Solicitation File No. Offerors are responsible to request drawings early enough to ensure that the drawings are received before offer closing. Drawings for all items referred to in the Request for Proposal will be forwarded to interested Offerors as a Technical Data Package (TDP) under a separate cover.

It should be noted that the drawings have been inadvertently identified as Proprietary to the Contractor who developed the drawings. The Crown has received official correspondence from the Contractor noting that these drawings have been misidentified and the Crown has unlimited rights to use these drawings in accordance with the Contract(s) under which the drawings were developed.

In order to receive a TDP, the Offeror must return a signed copy of Annex "E" to the Standing Offer Authority on page 1 of the Request for Standing Offer. It is to be duly signed by a Senior Representative of the company. The TDP will not be released to any Offeror without receipt of the

Non-Disclosure Agreement. Offerors are advised that the Contractor who developed the drawings will be provided with a copy of each signed Non-Disclosure Agreement. It will also be advised when each copy of the TDP has been returned to the Crown.

Canadian General Standards Board – Standards

A copy of CGSB Standards referred to in the DDL Drawings are available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: Canadian General Standards Board

2.6 Improvement of Requirement During Solicitation Period

Should Offerors consider that the Purchase Description contained in the RFSO could be improved technically or technologically, Offerors are invited to make suggestions, in writing, to the Standing Offer Authority named in the RFSO. Offerors 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 Offeror will be given consideration provided they are submitted to the Standing Offer Authority at least fourteen (14) calendar days before the RFSO closing date and time. Canada will have the right to accept or reject any or all suggestions.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately sections as follows:

- Section I: Technical Offer (soft copy via email)
- Section II: Financial Offer (soft copy via email)
- Section III: Certifications (soft copy via email)
- Section IV: Additional Information (soft copy via email)

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

Offerors must use Attachment 1 to part 3 to indicate their prices. Offerors must include Attachment 1 to part 3 in their financial bid.

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

- (a) Use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) Use a numbering system that corresponds to the bid solicitation.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial bid as follows:

Offerors must submit firm prices, Delivered Duty Paid (DDP) at 6363 rue Notre Dame St. E Montreal, QC H1N 3V9 and 195 Ave & 82nd St. Bldg. 236 Edmonton, AB, T5J Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Offerors must submit their financial bid as follows:

Bids must be submitted in Canadian dollars.

Pricing - Multi-Item Offer Solicitation

Offerors must quote a price for all items identified in the offer solicitation to be considered

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

Canada requests that the Offerors provide the following information

3.1.3 Delivery

While Delivery of the items is requested within fifteen (15) calendar days from receipt of a call- up against the Standing Offer, the best delivery that could be offered, which should not exceed twenty-eight (28) calendar days, is as follows:

The delivery of the items will be delivered within the number of calendar days specified below from receipt of a call-up against the Standing Offer.

NOTE TO OFFERORS: Please Fill Below

For delivery to CFB Montréal,

Item 001 – within ___ calendar days

Item 002 - within ___ calendar days

Item 003 - within ___ calendar days

Item 004 - within ___ calendar days

For delivery to CFB Edmonton,

Item 005 – within___ calendar days

Item 006 – within___ calendar days

Item 007 – within___ calendar days

Item 008 – within___ calendar days

Attachment 1 to Part 3 - Pricing Schedule

Note to Offeror: please complete table below

| Item # & NSN | | Firm Year 1 | Firm Year 2 | Firm Year 3 | Option Year 4 | Option Year 5 |
|--------------|------------------|---|---|---|---|---|
| | | Firm unit Price Custom duties are included and Applicable Taxes are extra Montreal | Firm unit Price Custom duties are included and Applicable Taxes are extra Montreal | Firm unit Price Custom duties are included and Applicable Taxes are extra Montreal | Firm unit Price Custom duties are included and Applicable Taxes are extra Montreal | Firm unit Price Custom duties are included and Applicable Taxes are extra Montreal |
| 1. | 8115-21-102-5209 | A) | A) | A) | A) | A) |
| 2. | 8115-21-841-9984 | C) | C) | C) | C) | C) |
| 3. | 8105-21-855-3225 | E) | E) | E) | E) | E) |
| 4. | 8115-21-855-3226 | G) | G) | G) | G) | G) |

| NSN | | Firm Year 1 | Firm Year 2 | Firm Year 3 | Option Year 4 | Option Year 5 |
|-----|------------------|---|---|---|---|---|
| | | Firm unit Price Custom duties are included and Applicable Taxes are extra Edmonton | Firm unit Price Custom duties are included and Applicable Taxes are extra Edmonton | Firm unit Price Custom duties are included and Applicable Taxes are extra Edmonton | Firm unit Price Custom duties are included and Applicable Taxes are extra Edmonton | Firm unit Price Custom duties are included and Applicable Taxes are extra Edmonton |
| 5. | 8115-21-102-5209 | B) | B) | B) | B) | B) |
| 6. | 8115-21-841-9984 | D) | D) | D) | D) | D) |
| 7. | 8105-21-855-3225 | F) | F) | F) | F) | F) |
| 8. | 8115-21-855-3226 | H) | H) | H) | H) | H) |

Estimated Usage per Year

Item # Quantity/year

| Item number | Quantity Range |
|-------------|----------------|
| 1 | 1,500 |
| 2 | 350,000 |
| 3 | 25,000 |
| 4 | 15,000 |
| 5 | 500 |
| 6 | 250,000 |
| 7 | 17,000 |
| 8 | 12,000 |

The estimated usage per year specified are only an approximation of requirements given in good faith for evaluation purposes only and do not represent Canada's actual requirement.

Initial Period – Year 1

- (a) Line 1 & Line 5: $A \times \text{Estimated Usage of Item 1} + B \times \text{Estimated Usage of Item 5} = \text{Total Price Item 1 and 5}$
- (b) Line 2 & Line 6: $C \times \text{Estimated Usage of Item 2} + D \times \text{Estimated Usage of Item 6} = \text{Total Price Item 2 and 6}$
- (c) Line 3 & Line 7: $E \times \text{Estimated Usage of Item 3} + F \times \text{Estimated Usage of Item 7} = \text{Total Price Item 3 and 7}$
- (d) Line 4 & line 8: $G \times \text{Estimated Usage of Item 4} + H \times \text{Estimated Usage of Item 8} = \text{Total Price Item 4 and 8}$

(a)+(b)+(c)+(d) = Aggregate Price Initial Period Year 1

Initial Period 2

- (e) Line 1 & Line 5: $A \times \text{Estimated Usage of Item 1} + B \times \text{Estimated Usage of Item 5} = \text{Total Price Item 1 and 5}$
- (f) Line 2 & Line 6: $C \times \text{Estimated Usage of Item 2} + D \times \text{Estimated Usage of Item 6} = \text{Total Price Item 2 and 6}$
- (g) Line 3 & Line 7: $E \times \text{Estimated Usage of Item 3} + F \times \text{Estimated Usage of Item 7} = \text{Total Price Item 3 and 7}$
- (h) Line 4 & line 8: $G \times \text{Estimated Usage of Item 4} + H \times \text{Estimated Usage of Item 8} = \text{Total Price Item 4 and 8}$

$(e)+(f)+(g)+(h) = \text{Aggregate Price Initial Period Year 2}$

Initial Period 3

- (i) Line 1 & Line 5: $A \times \text{Estimated Usage of Item 1} + B \times \text{Estimated Usage of Item 5} = \text{Total Price Item 1 and 5}$
- (j) Line 2 & Line 6: $C \times \text{Estimated Usage of Item 2} + D \times \text{Estimated Usage of Item 6} = \text{Total Price Item 2 and 6}$
- (k) Line 3 & Line 7: $E \times \text{Estimated Usage of Item 3} + F \times \text{Estimated Usage of Item 7} = \text{Total Price Item 3 and 7}$
- (l) Line 4 & line 8: $G \times \text{Estimated Usage of Item 4} + H \times \text{Estimated Usage of Item 8} = \text{Total Price Item 4 and 8}$

$(i)+(j)+(k)+(l) = \text{Aggregate Price Initial Period Year 3}$

Option Period 1

- (m) Line 1 & Line 5: $A \times \text{Estimated Usage of Item 1} + B \times \text{Estimated Usage of Item 5} = \text{Total Price Item 1 and 5}$
- (n) Line 2 & Line 6: $C \times \text{Estimated Usage of Item 2} + D \times \text{Estimated Usage of Item 6} = \text{Total Price Item 2 and 6}$
- (o) Line 3 & Line 7: $E \times \text{Estimated Usage of Item 3} + F \times \text{Estimated Usage of Item 7} = \text{Total Price Item 3 and 7}$
- (p) Line 4 & line 8: $G \times \text{Estimated Usage of Item 4} + H \times \text{Estimated Usage of Item 8} = \text{Total Price Item 4 and 8}$

$(m)+(n)+(o)+(p) = \text{Aggregate Price Option Year 1}$

Option Period 2

- (q) Line 1 & Line 5: $A \times \text{Estimated Usage of Item 1} + B \times \text{Estimated Usage of Item 5} = \text{Total Price Item 1 and 5}$
- (r) Line 2 & Line 6: $C \times \text{Estimated Usage of Item 2} + D \times \text{Estimated Usage of Item 6} = \text{Total Price Item 2 and 6}$
- (s) Line 3 & Line 7: $E \times \text{Estimated Usage of Item 3} + F \times \text{Estimated Usage of Item 7} = \text{Total Price Item 3 and 7}$
- (t) Line 4 & line 8: $G \times \text{Estimated Usage of Item 4} + H \times \text{Estimated Usage of Item 8} = \text{Total Price Item 4 and 8}$

$(q)+(r)+(s)+(t) = \text{Aggregate Price Option Year 2}$

Aggregate Price Initial Period Year 1 + Aggregate Price Initial Period Year 2 + Aggregate Price Initial Period Year 3 + Aggregate Price Option Period 1 + Aggregate Price Option Period 2 = Total Aggregate Evaluated Price

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offeror must meet all Mandatory Technical Criteria as detailed in Annex C – Technical Bid Evaluation Process.

4.1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at 6363 rue Notre Dame St. E Montreal, QC H1N 3V9 and 195 Ave & 82nd St. Bldg. 236 Edmonton, AB, T5J 4J5 Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

Basis of Selection - Multi-Item Offer Solicitation

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

Only one (1) offer will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

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

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with the offer the required documentation, as applicable), to be given further consideration in the procurement process.

5.2 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.1 Product Conformance for All Items

The Offeror certifies that all goods proposed conform, and will continue to conform throughout the duration of the Standing Offer, to the requirement detailed under the "Annex A - Purchase Description" and in the Design Data List (DDL- W8486-217437 dated March 2020-06-15), referred to as the TDP "Technical Data Package" in "Annex F".

Offerors' Authorized Representative Signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

The Offeror must fulfill the requirement for the supply packaging materials, in accordance with Annex A - Purchase Description.

The Offeror must supply Packaging Materials to the Department of National Defence (DND) on an as-and-when requested basis.

6.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

a. Definition of Minister is modified as follows:

"Canada", "Crown", "The Majesty" or "the Government" means the 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.

6.4 Periodic Usage Reports: Standing Offer

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "ANNEX E" Periodic Usage Report Details- Standing Offer. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30

- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

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

6.5 Term of Standing Offer

6.5.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is Three (3) years from date of contract award. (date inserted at contract award)

6.5.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend the offer for an additional two (2) one year periods, from _____ to _____ (To be inserted by DND) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

6.5.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

6.5.4 Shipping Instructions

Goods must be consigned and delivered to the destination specified in the contract:

1. Incoterms 2010 "DDP Delivered Duty Paid" Montreal and Edmonton.
2. The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or the carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

A) 7 CF Supply Depot Lancaster Park
195 Ave. 82 St PO Box 10500 Stn Forces T5J 4J5
Edmonton, Alta
Telephone: 780-973-4011, ext. 4524

B) 25 CF Supply Depot Montreal
6363 Notre Dame St East H1N 3V9
Montreal, Quebec
E-mail: 25DAFCTrafficRDV@forces.gc.ca

6.6 Authorities

6.6.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Paige Morris
Title: Materiel Acquisition and Support Officer
Directorate of Land Procurement
Telephone: 819-939-1156
E-mail address: Paige.Morris@forces.gc.ca

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

6.6.2 Technical Authority

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

To be inserted at contract award

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

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

6.6.3 Offeror's Representative

To be inserted at contract award

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Standing Offer Authority.

6.8 Call-up Procedures

A call-up will be issued to the Standing Offer holder on an as and when required basis using form *PWGSC-TPSGC 942, Call-up against a Standing offer.*

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$140,000.00 (Applicable Taxes included).

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2021-12-02), General conditions: Goods (medium complexity)
- e) Annex A, Purchase Description
- f) Annex B, Pricing Schedule
- g) the Offeror's offer dated _____ (*date of offer to be inserted by DND*)

6.11 Certifications and Additional Information

6.11.1 Compliance

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

6.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

6.13 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.14 Standard Clauses and Conditions

6.14.1 General Conditions

[2010A \(2021-12-02\)](#), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "The Majesty" or "the Government" means The 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 is or the powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.15 Term of Contract

6.15.1 Delivery Date

The Contractor must make the delivery as follows:

For delivery to CFB Montréal,

Item 001 - within _____ to be inserted by DND calendar days
Item 002 - within _____ to be inserted by DND calendar days
Item 003 - within _____ to be inserted by DND calendar days
Item 004 - within _____ to be inserted by DND calendar days

For delivery to CFB Edmonton,

Item 005 - within _____ to be inserted by DND calendar days
Item 006 - within _____ to be inserted by DND calendar days
Item 007 - within _____ to be inserted by DND calendar days
Item 008 - within _____ to be inserted by DND calendar days

6.16 Basis of Payment

In consideration of the Contractor satisfactorily completing all of the obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B – Pricing Schedule for a total cost as indicated in the approved PWGSC-TPSGC 942, Call-up against a Standing offer form. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Standing Offer Authority before their incorporation into the Work.

6.16.1 Method of Payment

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

6.16.2 Electronic Payment of Invoices – Call-up

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);

6.17 Invoicing Instructions

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the consignee for certification and payment.
- b. One (1) copy must be forwarded to the Standing offer Authority identified under the section entitled "Authorities" of the Contract.

6.18 SACC Manual Clauses

| SACC Reference | Title | Date |
|----------------|---------------------------------------|------------|
| A9006C | Defence Contract | 2012-07-16 |
| B4042C | Identification Markings | 2008-05-12 |
| B7500C | Excess Goods | 2006-06-16 |
| B7010C | Marking and Labelling | 2008-05-12 |
| C2801C | Priority Rating - Canadian Contractor | 2017-08-17 |
| D2025C | Wood Packaging Materials | 2017-08-17 |
| D6010C | Palletization | 2007-11-30 |
| G1005C | Insurance | 2016-01-28 |

6.19 Packaging Requirement

The Contractor must prepare item number(s) **1,2,3,4,5,6,7 and 8** for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package:

- Item number(s) **1,4,5 and 8** in quantities of **25** by package.
- Item number(s) **2 and 6** in quantities of **100** by package.
- Item number(s) **3 and 7** in quantities of **250** by package.

SACC Manual clause [D2001C](#) (2007-11-30), Labelling

6.20 Quality Assurance

SACC Manual clause [D5545C](#) (2019-05-30), ISO 9001:2008 – Quality Management Systems Requirement (Quality Assurance Code C)

ANNEX "A" PURCHASE DESCRIPTION - TABLE OF CONTENTS

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1.0 Scope

1.1 General

1.1.1 This Purchase Description (PD) covers the requirements for packaging materials for the Department of National Defence (DND).

1.2 Acronyms and Abbreviations

| | |
|-----|--------------------------------|
| DND | Department of National Defence |
| NSN | NATO Stock Number |
| PD | Purchase Description |

2.0 Applicable Documents

2.1 Applicability

2.1.1 The following documents form part of this PD to the extent specified herein.

2.2 Specifications and Drawings

| IDENTIFYING NUMBER | DOCUMENT TITLE |
|--------------------------|--|
| D-85-001-130/SF-001 | Specification for Box, Intermediate Packing, Folding Cracker |
| DND Drawing # 385697 | Box, Fiberboard, water supply |
| DND Drawing # 385698 | Bag, Plastic, Polyethylene, Clear, water supply |
| DND Drawing # C70 E00176 | Box, Fiberboard, Rifle |

NOTE

Unless otherwise specified in the drawing or specification data, all tolerances on dimensions must be +/- 1/16 inch. Those tolerances must not affect the form, fit, function, quality and performance of any item part of this PD.

3.0 Description of the Packaging Materials

3.1 Rifle Box

3.1.2 As part of the standing offer, the Contractor must build rifle boxes as per drawing C70 E00176. The rifle boxes must also be built in accordance with the following revisions which supersede any conflicting information in the DND Drawing C70 E00176:

3.1.3 Be a rifle box, die-cut, modified five panel wrapper;

3.1.4 Be constructed of single wall corrugated fiberboard of at least 70% recycled content;

3.1.5 Be assembled using a knocked-down assembly method;

3.1.6 Have the following printed note (bilingual): "REUSABLE CONTAINER - DO NOT DESTROY" "CONTENANT REUTILISABLE" "A NE PAS DETRUIRE"

| Item # | NSN | Reference |
|---------|------------------|------------|
| 1 and 5 | 8115-21-102-5209 | C70 E00176 |

3.2 Lunch Box, Carton

3.2.1 As part of the standing offer, the Contractor must build lunch boxes as per specification D-85-001-130/SF-001. The lunch boxes, carton must also be built in accordance with the following revisions which supersede any conflicting information in the specification D-85-001-130/SF-001:

3.2.1.1 Be a paperboard box of folding cracker self-locking tuck-top style;

3.2.1.2 Have a flat assembly; and

3.2.1.3 Have the following printed note (bilingual) "CANADIAN FORCES LUNCH BOX" "BOITE DE REPAS" "FORCES CANADIENNES".

3.2.3 The following revisions are made to the specification D-85-001-130/SF-001:

3.2.3.1 Para 2.1; copies of the Applicable Documents may be obtained by completing Annex F and submitting it to the Standing Offer Authority;

3.2.3.2 Para 4.1; reference to the Quality Assurance Authority is removed;

3.2.3.3 Para 4.2; reference to the Quality Assurance Authority is removed;

3.2.3.4 Para 6.1; references to Authorities are removed; and

3.2.3.5 Para 6.2; Design Authority is removed.

| Item # | NSN | Reference |
|---------|------------------|---------------------|
| 2 and 6 | 8115-21-841-9984 | D-85-001-130/SF-001 |

3.3 Bag for fresh water supply

3.3.1 As part of the standing offer, the Contractor must build bags for fresh water supply as per drawing 385698. The bags for fresh water supply must also be built in accordance with the following revisions which supersede any conflicting information in the DND Drawing 385698:

3.3.2 Be a plastic bag;

3.3.3 Be a flat bag style;

3.3.4 Be made of clear 4 mil single wall polyethylene;

3.3.5 Be made of heat-seal assembly with opening at one end (width), (for use with fiberboard box NSN 8115-21-855-3226, for fresh water supply, northern areas);

| Item # | NSN | Reference |
|---------|------------------|----------------------|
| 3 and 7 | 8105-21-855-3225 | DND Drawing # 385698 |

3.4 Box for fresh water supply

- 3.4.1 As part of the standing offer, the Contractor must build boxes for fresh water supply as per drawing 385697. The boxes for fresh water supply must also be built in accordance with the following revisions which supersede any conflicting information in the DND Drawing 385697:
- 3.4.2 Be a shipping box of regular slotted box style;
- 3.4.3 Be constructed of single wall corrugated fiberboard;
- 3.4.4 Assembled using a knocked-down assembly method;
- 3.4.5 Have fill markings on inside of box, (for use with bag NSN 8105-21-855-3225, for fresh water supply, northern areas);

| Item # | NSN | Reference |
|---------|------------------|----------------------|
| 4 and 8 | 8115-21-855-3226 | DND Drawing # 385697 |

4.0 Performance Compliance

- 4.1 DND reserves the right to conduct verification to ensure product compliance with any or all of the performance requirements defined in this Annex.

5.0 Estimated Quantities per year

| NSN | Firm Year 1 | | Firm Year 2 | | Firm Year 3 | | Option Year 4 | | Option Year 5 | |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Montreal | Edmonton |
| 8115-21-102-5209 | 1,500 EA | 500 EA |
| 8115-21-841-9984 | 350,000 EA | 250,000 EA |

| | | | | | | | | | | |
|-------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 8105-21-855-3225 | 25,000 EA | 17,000 EA |
| 8115-21-855-3226 | 15,000 EA | 12,000 EA |

ANNEX "B" – PRICING SCHEDULE

Initial Period

The initial period of standing Offer is the period from the date of the Standing Offer to **(to be inserted at contract award)** inclusive.

Option Periods

The first option period of the Standing Offer is the period from **(to be inserted by at contract award)** to **(to be inserted at contract award)** inclusive.

The second option period of the Standing Offer is the period from **(to be inserted at contract award)** to **(to be inserted at contract award)** inclusive.

For delivery to CFSD Montreal 6363 Notre Dame St East H1N 3V9

| Item | NSN | Description | UoI | Estimated usage per year | Firm Unit Price (Firm year 1) | Firm Unit Price (Firm year 2) | Firm Unit Price (Firm year 3) | Firm Unit Price(Extended period 1) | Firm Unit Price (Extended period 2) |
|------|-----------------|----------------------------|-----|--------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| 1 | 8115-21-1025209 | Rifle Box | EA | 1,500 | To be inserted at contract award | To be inserted at contract award |
| 2 | 8115-21-8419984 | Lunch Box, Carton | EA | 350,000 | To be inserted at contract award | To be inserted at contract award |
| 3 | 8105-21-8553225 | Bag for Fresh Water Supply | EA | 25,000 | To be inserted at contract award | To be inserted at contract award |
| 4 | 8115-21-8553226 | Box for Fresh Water Supply | EA | 15,000 | To be inserted at contract award | To be inserted at contract award |

For delivery to CFSD Edmonton 195 Ave. 82 St PO Box 10500 Stn Forces T5J 4J5

| Item | NSN | Description | UoI | Estimated usage per year | Firm Unit Price (Firm year 1) | Firm Unit Price (Firm year 2) | Firm Unit Price (Firm year 3) | Firm Unit Price(Extended period 1) | Firm Unit Price (Extended period 2) |
|------|-----------------|----------------------------|-----|--------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| 5 | 8115-21-1025209 | Rifle Box | EA | 500 | To be inserted at contract award | To be inserted at contract award |
| 6 | 8115-21-8419984 | Lunch Box, Carton | EA | 250,000 | To be inserted at contract award | To be inserted at contract award |
| 7 | 8105-21-8553225 | Bag for Fresh Water Supply | EA | 17,000 | To be inserted at contract award | To be inserted at contract award |
| 8 | 8115-21-8553226 | Box for Fresh Water Supply | EA | 12,000 | To be inserted at contract award | To be inserted at contract award |

Annex "C" TECHNICAL EVALUATION PROCESS

1.0 GENERAL

1.1. Purpose

This document outlines the technical evaluation process for packaging material.

1.2. Instructions

Offerors will be assessed in accordance with the following instructions and criteria as detailed within this document. The following instructions will apply to the Offeror evaluation:

- (a) Mandatory requirements are identified by the word "must". All mandatory requirements must be met in order to meet compliance with the requirements;
- (b) Bid submissions must address all criteria identified in the herein Annex C with complete supporting details as identified in the column Evaluation Method within the table in paragraph 1.4. Insufficient information to substantiate compliance or a nil response will render the bid non-compliant; and
- (c) Bid submissions must provide responses in a type written narrative form. Handwritten submissions will not be considered.

Bid Sample

To confirm an Offeror's capability of meeting the technical requirements, one (1) bid sample of each item for a total of (4) four items will be requested by Canada as part of the bid. The bid samples must be received no later than ten (10) calendar days following bid closing as stated on Page 1 of the Request for Standing Offer.

The Offeror must ensure that the requested bid samples are manufactured in accordance with the purchase description and are fully representative of the bid submitted as well as future production upon contract award. Rejection of the bid samples will result in the bid being declared non-responsive.

The Offeror must deliver the required bid samples at no charge to Canada and must ensure that it is received to Canadian Forces Supply Depot Montreal (25CFSD) as part of the bid no later than ten (10) calendar days following bid closing as stated on Page 1 of the Request for Standing Offer. Failure to submit the required bid samples will result in the bid being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

The bid samples must be shipped to the following address:

25 DAFC SECTION RECEPTIONS
CFB MONTREAL
6363 Notre Dame East
Montréal, Qc H1N 3V9

Attn: Andre Nguyen 514-252-2777 x2614
Email : Andre.Nguyen@forces.gc.ca
Section TSS /évaluation technique

The requirement for bid samples will not relieve the successful Offeror from strictly adhering to the technical requirement of this Request for Proposal and any resultant contract

.EVALUATION

1.3. Evaluation Methodology

The evaluation will be comprised of the following stages:

Stage 1: Review of Mandatory Requirements in Written Bid Submissions
Stage 2: Evaluation of the Bid Samples
Stage 3: Review of Pricing
Stage 4: Overall Ranking and Final Selection

1.4 Mandatory Bid Evaluation Criteria

The following evaluation criteria will be used to evaluate the proposals.

| Mandatory Criteria | Requirement | Evaluation Method |
|--------------------|---|--|
| MT1 | <p>The Offeror must demonstrate that it, or the manufacturer, has at least \$400K in total sales per year for three (3) years of related experience during the last seven (7) years of packaging materials identical or similar to the items described in Annex A, Purchase Description:</p> <ul style="list-style-type: none"> - Rifle Box - Lunch Box - Bagged Water Container - Boxed Water Container - . | <p>At a minimum, the following must be provided:</p> <ul style="list-style-type: none"> - Name of the client or customer - Timeframe - Description of the contract and items provided - Detailed example(s) demonstrating the relevant experience <p>Reference contact information (name, phone number or email address) for each contract must be provided.</p> |

| | | |
|-----|---|--|
| MT2 | The rifle boxes must be built in accordance with DND Drawing C70 E00176. | The dimensions of the sample will be measured to confirm the dimensions and tolerances. The accuracy of the markings will also be verified. Failure to meet the measurements, dimensions, tolerances and required markings requested will result in a non-compliant bid. |
| MT3 | The lunch boxes, carton must be built in accordance with D-85-001-130/SF-001. | The dimensions of the sample will be measured to confirm the dimensions and tolerances. The accuracy of the markings will also be verified. Failure to meet the measurements, dimensions, tolerances and required markings requested will result in a non-compliant bid |
| MT4 | The bags for fresh water supply must be built in accordance with DND Drawing # 385698. | The dimensions of the sample will be measured to confirm the dimensions and tolerances. The accuracy of the markings will also be verified. Failure to meet the measurements, dimensions, tolerances and required markings requested will result in a non-compliant bid |
| MT5 | The boxes for fresh water supply must be built in accordance with DND Drawing # 385697. | The dimensions of the sample will be measured to confirm the dimensions and tolerances. The accuracy of the markings will also be verified. Failure to meet the measurements, dimensions, tolerances and required markings requested will result in a non-compliant bid |

ANNEX “D” - ELECTRONIC PAYMENT INSTRUMENTS

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

- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);

ANNEX "E" – PERIODIC USAGE REPORT DETAILS : STANDING OFFER

As per 6.4 Periodic Usage Reports: Standing Offer must include:

- i. the standing offer/supply arrangement number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up/contract number for each call-up/contract, including amendments;
- v. the client department;
- vi. the contracting authority;
- vii. the date of the call-up/contract;
- viii. the call-up/contract period;
- ix. the line items acquired/services provided;
- x. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

This report must be provide as per 6.4 Periodic Usage Reports: Standing Offer in an Excel format.

ANNEX “F” - NON-DISCLOSURE AGREEMENT

The Offeror hereby acknowledges that the technical data package contains Commercially Confidential information. Interested Offerors are to return the signed and scanned certification below by email to the individual identified on page one of the Request for Proposal.

The proposed Offeror hereby agrees:

- a. To maintain the confidentiality of the Technical Data Package (TDP);
- b. That that information contained within the TDP will not be copied, disclosed or provided to another party without the consent of Canada;
- c. To not 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 TDP to the Standing Offer Authority prior to Offer closure for the solicitation if no Offer is made; and
- f. Return the TDP to the Standing Offer Authority within five (5) days after being requested to do so by the Standing Offer Authority.

Certification of a senior official:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone number: _____

Email Address: _____

Signature and Title: _____

Date: _____