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This solicitation cancels and supersedes previous Supply Arrangement solicitation number W6399-23DB10/A dated 22 December 2022 with a closing of 13 January 2023 at 2:00 PM EST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement and any other annexes. This procurement is subject to all of the Trade Agreements.

1.2 Summary

- 1.2.1 The Department of National Defence (DND) has a requirement to procure goods and training services related to Explosive Ordinance Disposal (EOD)/ Improvised Explosive Devices (IEDs) from suppliers who meet all the Mandatory Technical Criteria (MTC) specified in Annex B.

The term of the Supply Arrangement is until March 31, 2028.

- 1.2.2 This RFSA allows suppliers to use the CPC [Connect](#) service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

1.3 Security Requirements

There is no Security Requirements for this Supply Arrangement.

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1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.5 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

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

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

2.2 Submission of Arrangements

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

PWGSC Ontario Region Bid Receiving Unit

Only arrangements submitted using epost Connect service will be accepted. The Supplier must send an email requesting to open an epost Connect conversation to the following address: TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2008](#), or to send arrangements through an epost Connect message if the Supplier is using its own licensing agreement for epost Connect.

It is the Supplier's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Supply Arrangements closing date.

Transmission of arrangements by facsimile or hardcopy to PWGSC will not be accepted

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors

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Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than 7 calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

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PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

The Supplier must submit its arrangement electronically in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement
Section II: Certifications
Section III: Additional Information

Arrangements transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the Mandatory Technical Criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Mandatory Technical Criteria

4.2.1.1 Mandatory Technical Criteria

The bidder must meet or exceed all Mandatory Technical Criteria listed in Annex "B". Bidders must clearly substantiate in their technical proposal how they meet each of these mandatory criteria. In providing this information, the bidder acknowledges and consents to the fact that DND may confirm the validity of the information provided by contacting their client reference.

4.2 Basis of Selection

PWGSC will issue a Supply Arrangement to all compliant bidders.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

5.2.2.1.1 *SACC Manual* clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

5.2.2.2 Education and Experience

5.2.2.2.1 *SACC Manual* clause [S1010T](#) (2008-12-12) Education and Experience

5.3. Non-Disclosure Agreement

Suppliers must provide a signed Non-Disclosure Agreement in accordance with Annex "D". If it is not submitted with the arrangement, it must be provided within 2 days of the request from the Supply Arrangement Authority.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex "A"

6.2 Security Requirements

6.2.1 There are no security requirements.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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

[2020 \(2020-07-01\) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.](#)

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from date of issue to 31 March 2028.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Shamael Malko-Moore
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 86 Clarence St. 2nd floor

Telephone: 343 422 7228
E-mail address: shamael.malko-moore@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative (Supplier to Fill in)

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Identified Users

The Identified Users include the Department of National Defence.

6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work;
- (d) the Supplier's arrangement dated _____

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

6.11 Transition to an e-Procurement Solution (EPS)

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

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

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Medium Complexity (MC) for complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.

- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
 - **Integrity Provisions - Declaration of Convicted Offences;**
- (h) conditions of the resulting contract.

6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to Suppliers.

- (a) A RFP will be sent to all Supply Arrangement Holders, which will include a technical and financial evaluation; and
- (b) PWGSC will be responsible for the solicitation process and the award of any resultant contract(s).

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C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

HC (for high complexity requirements), general conditions 2035 (2020-05-28) will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "A" Statement of Work

Explosive Ordnance Disposal (EOD)/ Improvised Explosive Devices (IEDs) Training Services and Tools

1. Summary of Requirement

1.1 The Department of National Defence (DND) has a requirement to procure goods and training services related to Explosive Ordnance Disposal (EOD)/ Improvised Explosive Devices (IEDs) from suppliers who meet all the Mandatory Technical Criteria (MTC) specified in Annex B.

2. Background

2.1 National Defence and the Canadian Armed Forces (CAF) are responsible for a wide range of missions and tasks in response to a variety of threats. The operational environment is often complex and dynamic. The CAF, in conjunction with its closest allies (defined as United States, United Kingdom, Australia and New Zealand and referred to as Five Eyes (FVEY)) may conduct operations where threats due to unexploded ordnance or IEDs are encountered. CAF personnel must have the knowledge, skills and equipment to defeat this threat.

3. Scope of Work

3.1 DND will be seeking to acquire a variety of equipment and logistics support such as spare parts, training, technical and maintenance services on an as and when required basis to meet specific operational requirements. These could require the development of innovative solutions and applying advanced technologies.

3.2 There is no security requirement associated with the initial supply arrangement. Future requirements may specify security requirements.

3.3 Future requirements will be competed among qualified companies and if applicable, hold the required corporate security clearance.

3.4 The required goods and services will be specified in subsequent Statement of Work (SOW) which will be included in RFPs issued to qualified Supply Arrangement holders. These SOWs will specify the goods to be provided and/or the exact dates, locations, tasks and deliverables for service delivery as well as other performance requirements to meet specific technical or operational requirements.

3.5 The Contractor must be capable of providing the specified services immediately after contract award.

3.6 The contractor is responsible for providing replacement instructors if the instructors are unavailable for any reason including sickness or refusal for entry into Canada. Neither situation described would be considered a force majeure.

4. Travel

4.1 Travel may be required in the completion of certain tasks. Should travel be required, it will be specified in the ensuing SOW.

4.2 The Contractor will be reimbursed for authorized travel costs reasonably incurred in the performance of the Work in accordance with the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>).

4.3 DND facilities are considered within the National Capital Region (NCR) and travel within the NCR will not be reimbursed.

5. Deliverables

5.1 Complete details of deliverable requirements will be specified in the ensuing SOWs which could require the Contractor to provide equipment, software or services required for training, maintenance, engineering, or technical support.

6. Language Requirements

6.1 The Contractor's personnel must be able to read, communicate orally and in writing, in English. For the purposes of this requirement, the Contractor's resource must be able to:

- a. Give detailed explanations and descriptions;
- b. Handle hypothetical questions;
- c. Support an opinion, defend a point of view or justify an action; and
- d. Counsel and give advice.

7. Technical Authority

7.1 The Technical Authority will be the primary point of contact for Contractor personnel. All services rendered will be subject to inspection and acceptance by the Technical Authority or his/her designated representative.

ANNEX "B" MANDATORY TECHNICAL CRITERIA

The following mandatory criteria must be demonstrated with supporting documentation in the form of a legible pamphlet, drawing, map (with detailed photographs), written document (with detailed photos, as required) and/or a schematic that must be provided with the Bidder's response at the time of bid submission. Failure to submit supporting documentation that clearly demonstrates the essential mandatory technical criteria listed below, may render the bid non-compliant and will not be given further consideration.

MANDATORY REQUIREMENTS	SUBMISSION REQUIREMENTS
M 1. The Bidder must demonstrate experience designing and delivering training related to identification, disarming and safely disposing of EOD and/or IEDs to defence, security, or law enforcement organizations within the past 3 years prior to the date of bid closing.	The Bidder must be able to confirm a minimum of 3 previous contracts through a qualifying contracting authority. Upon request, additional information may be required and could include customer references (Customer organization, name, and contact information).
M 2. The Bidder must demonstrate experience supplying equipment used in the identification, disarming and safely disposing of EOD and/or IEDs to defence, security, or law enforcement organizations within the past 3 years prior to the date of bid closing.	The Bidder must be able to confirm a minimum of 3 previous contracts through a qualifying contracting authority. Upon request, additional information may be required and could include customer references (Customer organization, name, and contact information).
M 3. The Bidder must demonstrate experience providing equipment and services related to identification, disarming and safely disposing of EOD and/or IEDs within the Five Eyes alliance (FVEY), in a security or defence organization within the past 3 years prior to the date of bid closing.	The Bidder must be able to confirm a minimum of 3 previous contracts through a qualifying contracting authority. Upon request, additional information may be required and could include customer references (Customer organization, name, and contact information).
M 4. The Bidder must demonstrate a proven track record of producing innovative solutions that incorporate advanced or leading edge technology of specifically engineered products within the EOD or counter-IED industry.	To be considered compliant, the bidder must substantiate its innovative capacity. Acceptable documentation would include patents, product histories, technology roadmaps and /or original equipment manufacturer (OEM) letters.
M 5. The Bidder must be geographically limited to FVEY alliance member countries to ensure standardization and discretion.	Bids shall originate from companies operating from within either Canada, USA, UK, Australia, or New Zealand with proximate training and delivery locations.
M 6. The Bidder must consent to the non-disclosure requirements specified in Annex D of the Supply Arrangement	The Bidder must complete and sign the nondisclosure agreement in Annex D of the Supply Arrangement.

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ANNEX "D", NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W6399-23DB10 between His Majesty the King in right of Canada, represented by the Minister of Public Works and Government Services and Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work.

For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W6399-23DB10.

Signature

Date

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W6399-23DB10

Amd. No. - N° de la modif.
File No. - N° du dossier
PR5061

Buyer ID - Id de l'acheteur
KIN956
CCC No./N° CCC - FMS No./N° VME

ANNEX "E", ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Suppliers are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

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