



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

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

## SOLICITATION AMENDMENT / MODIFICATION DE L'INVITATION

### RETURN BIDS TO / RETOURNER LES SOUMISSIONS À:

Director Services Contracting 3 (D Svcs C 3)  
Direction des contrats de service 3 (DC Svc 3)  
Attention: Safiya Motala  
Par courriel à: Safiya.Motala@forces.gc.ca

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes

<b>Title / Titre</b> Ultra-Low Temperature Freezers	
<b>Solicitation No. / N° de l'invitation</b> W6369-23-A077	<b>Amendment No. / N° de la modification</b> 07
<b>Date of Amendment / Date de la modification</b> 27 February 2023	
<b>Address Enquiries to / Adresser toutes questions à:</b> Safiya Motala, D Svcs C 3-5-2 Safiya.Motala@forces.gc.ca	
<b>Telephone No. / N° de téléphone</b>	<b>FAX No. / N° de fax</b>
<b>Destination</b>  National Defence Headquarters Central Medical Equipment Depot (CMED) 105 Montgomery Road, Building BB-104-A Petawawa, Ontario K8H 2X3	

**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>Solicitation Closes / L'invitation prend fin:</b>
At / à:
02:00 PM Eastern Standard Time (EST)
On / le:
1 March 2023

<b>Delivery Required / Livraison exigée</b>	<b>Delivery Offered / Livraison proposée</b>
<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 (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</b>	
Name – Nom _____	Title – Titre _____
Signature _____	Date _____



**AMENDMENT 07 TO SOLICITATION NUMBER W6369-23-A077 IS RAISED TO:**

1. Provide clarification and answers to questions from potential suppliers;
2. Publish a revised English and French version of RFP #W6369-23-A077;
3. Update Attachment 1 to Part 3;
4. Update Attachment 1 to Part 4, M2, M3 and M5;
5. Update section 7.3.1 General Conditions to change "Her Majesty" to His Majesty";
6. Update section 7.4.1 Period of the Contract;
7. Update section 7.4.2 Delivery Date;
8. Update Annex A, Section 2.1, Section 3.1.4, Section 3.1.5, Section 3.1.8, Section 3.3.2, and Section 5.2; and
9. Update Annex B, Section 1.

**QUESTIONS AND ANSWERS:**

<b>Question 12</b>	Regarding requirement 3.1.8, do you accept net weight (empty) of 455 kg to allow competition?
<b>Answer 12</b>	Yes, this requirement has been changed. The freezer must not exceed a net weight (empty) of four-hundred and sixty 460 Kilograms (Kg).
<b>Question 13</b>	Regarding MANDATORY TECHNICAL CRITERIA M5, page 16, can you clarify what is the deference between subitem 3 and 4? It seems they are duplicate which should be merged.
<b>Answer 13</b>	Annex A - Statement of Requirement has changed as well as removing the original Mandatory Technical Criteria M5 duplicate sub item 3 and 4 statement, and replacing them with the following:  Must have a digital temperature display capable of monitoring in increments of no greater than one (1) degree Celsius.
<b>Question 14</b>	Regarding requirement 3.3.2, page 37, can you widen the range of the external dimensions and accept a freezer with 51" width to allow competition?
<b>Answer 14</b>	Yes, the freezer must be equal to or less than 55 inches wide, measured left to right. The Statement of Requirement has been amended to reflect this.
<b>Question 15</b>	Can you please accept delivery of the two initial Freezers within 6-8 weeks after contract award?
<b>Answer 15</b>	The initial delivery requirement has been changed to no later than 02-June-2023.
<b>Question 16</b>	Is the minimum storage capacity requirement of 30 cubic feet a 'hardline' specification? This would be an uncommon size for an Ultra-Low Temperature Freezer, that would be deferred to only 1 or 2 manufacturers in the world.
<b>Answer 16</b>	A minimum capacity of 30 cubic feet is a mandatory requirement.
<b>Question 17</b>	Is the operating capacity of only 110-120V a 'hardline' specification as well? For a freezer of this size, it is highly recommended run at 220V.
<b>Answer 17</b>	Yes, an operating capacity of 110-120V is a mandatory requirement.



<b>Question 18</b>	After the initial purchase of 2 units, can you please elaborate what the ordering pattern and expected lead time would be for the additional 'up to 20 units'? Purchases of 2 at a time or in larger quantities, with what expected lead time?
<b>Answer 18</b>	The quantity and ordering pattern of the Optional Requirement cannot be elaborated on at this time. Delivery of optional units is expected within 90 days after the option is exercised.
<b>Question 19</b>	Can you please elaborate on the Operational Qualification requirements? Would this be required for every separate delivery? This ties into the question #3. As well, will Petawawa be the final place of use for the freezers?
<b>Answer 19</b>	Yes. As per Annex A – Statement of Requirement (SOR), Section 5.1 Operational Qualification, prior to acceptance, the Contractor must conduct a field Operational Qualification test on each Ultra-Low Temperature (ULT) Freezer no later than three (3) days after the delivery. All freezers must be delivered and qualified in Petawawa.
<b>Question 20</b>	Are there any requirements for who needs to complete the OQ testing, such as refrigeration technician certifications?
<b>Answer 20</b>	There are no requirements in the contract for who needs to complete the Operational Qualification. It is required that the Contractor's resource/s who conduct the Operational Qualification are capable of performing all required tests as outlined in Annex A – Statement of Requirement (SOR), Section 5 Operational Qualification. In addition, the Contractor's resource/s must be capable of creating the Operational Qualification Reports as detailed in Annex A – Statement of Requirement (SOR), Section 5.2 Operational Qualification.
<b>Question 21</b>	Can you please specify if the freezers requested in the solicitation W6369-23-A077 will be with glass or solid stainless steel doors?
<b>Answer 21</b>	As per solicitation # W6369-23-A077, the materials for the door are not restricted, both stainless-steel or glass door solutions are acceptable. However, the freezer must meet the temperature requirements regardless of the door material. Adequate testing and evidence is required to demonstrate that the proposed Ultra-Low Temperature (ULT) freezer has an operating temperature pre-set to -80 degrees Celsius (°C) with a user adjustable range from minimum -50°C to maximum -86°C and have a temperature stability within 5°C.
<b>Question 22</b>	Can you clarify on this or specify the user requirements for this. Is there a specific tolerance you're looking for these freezers or the qualification to meet?
<b>Answer 22</b>	Each manufacturer will have different Operational Qualification (OQ) limits for their equipment. However, as per solicitation # W6369-23-A077, the solution proposed for the Ultra-Low Temperature Freezers must have an operating temperature pre-set to -80 degrees Celsius (°C) with a user adjustable range of at least a minimum -50°C to maximum -86°C. Additionally, the temperature stability must be within 5°C.
<b>Question 23</b>	Do you want both empty and loaded temperature mapping or just empty mapping?
<b>Answer 23</b>	Empty temperature mapping only.
<b>Question 24</b>	Would you be able to clarify why this test needs to be performed for 48 hours? The standard is usually 24 hours. Does the mapping need to a minimum 24 hours in duration and there are two mappings?



<b>Answer 24</b>	This requirement has been amended to the standard twenty-four (24) hour Operational Qualification.
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**SOLICITATION NUMBER W6369-23-A077 IS HEREBY AMENDED AS FOLLOWS:**

2. Publish a revised English and French version of RFP #W6369-23-A077 with the changes as outlined below.
3. **DELETE** Attachment 1 to Part 3 in its entirety and **REPLACE** with:

**ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE**

- A. The Bidder must complete this pricing schedule and include it in its financial bid.
- B. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
- C. The firm rates specified below includes all expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid, including the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex A, Statement of Requirement, of the bid solicitation.
- D. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.
- E. All prices and costs must be submitted in Canadian Dollars, Delivered at Place (DAP). The Contractor is responsible for export clearance, freight charges, administration, costs and risks of transport. Canada is responsible for all import clearance, including the payment of applicable duties and taxes. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

**1. Pricing Schedule**

<b>Currency</b>	CAD \$
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**1.1 Initial Requirement: from date of Contract Award to 02 June 2023**

Item #	Description	Quantity (A)	Unit Price (B)	Total Unit Price (C = A x B)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	2	\$	\$
2	Installation Qualification	2	\$	\$
3	Operational Qualification	2	\$	\$
<b>TOTAL INITIAL REQUIREMENT</b>				<b>\$</b>



**1.2 Optional Requirements: from 03 June 2023 to 02 June 2026, “as and when required” basis.**

**1.2.1 Optional Year 1: from 03 June 2023 to 02 June 2024**

Item #	Description	Quantity (A)	Unit Price (B)	Total Unit Price (C = A x B)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	Up to 20	\$	\$
2	Installation Qualification	Up to 20	\$	\$
3	Operational Qualification	Up to 20	\$	\$
<b>TOTAL OPTIONAL YEAR 1</b>				<b>\$</b>

**1.2.2 Optional Year 2: from 03 June 2024 to 02 June 2025**

Item #	Description	Quantity (A)	Unit Price (B)	Total Unit Price (C = A x B)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	Up to 20	\$	\$
2	Installation Qualification	Up to 20	\$	\$
3	Operational Qualification	Up to 20	\$	\$
<b>TOTAL OPTIONAL YEAR 2</b>				<b>\$</b>

**1.2.3 Optional Year 3: from 03 June 2025 to 02 June 2026**

Item #	Description	Quantity (A)	Unit Price (B)	Total Unit Price (C = A x B)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	Up to 20	\$	\$
2	Installation Qualification	Up to 20	\$	\$
3	Operational Qualification	Up to 20	\$	\$
<b>TOTAL OPTIONAL YEAR 3</b>				<b>\$</b>

**2. Total Evaluated Price (for bid evaluation purposes only)**

**2.1 TOTAL EVALUATED PRICE**



DESCRIPTION	TOTAL PRICE (CAD\$)
Total Initial Requirement	\$ _____
Total Optional Year 1	\$ _____
Total Optional Year 2	\$ _____
Total Optional Year 3	\$ _____
<b>TOTAL EVALUATED PRICE</b>	<b>\$ _____</b>

4. **DELETE** Attachment 1 to Part 4, M2 in its entirety and **REPLACE** with:

<b>M2</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following general specifications:</p> <ol style="list-style-type: none"> <li>1. Must be an upright model freezer;</li> <li>2. Door Requirements: <ol style="list-style-type: none"> <li>a. Must have a minimum of one solid door;</li> <li>b. Must be a single swing;</li> <li>c. Must be self-closing;</li> <li>d. Must include a keyed lock with minimum two (2) keys; and</li> <li>e. Must have one handle for opening and closing the freezer door.</li> </ol> </li> <li>3. Must not exceed a net weight (empty) of four-hundred and sixty (460) Kilograms (Kg); and</li> <li>4. The noise from the operating freezer must not exceed a maximum 53 A-weighted decibel (dB(A)) at 1 meter.</li> </ol>
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5. **DELETE** Attachment 1 to Part 4, M3 in its entirety and **REPLACE** with:

<b>M3</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following external specifications:</p> <ol style="list-style-type: none"> <li>1. Must be painted with high-impact, scratch resistant powder coat finished or stainless steel; and</li> <li>2. External dimensions must be equal to or less than: <ol style="list-style-type: none"> <li>a. 45 inches deep, measured front to back;</li> <li>b. 55 inches wide, measured left to right; and</li> <li>c. 78 inches tall.</li> </ol> </li> </ol>
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6. **DELETE** Attachment 1 to Part 4, M5 in its entirety and **REPLACE** with:

<b>M5</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following temperature specifications:</p> <ol style="list-style-type: none"> <li>1. Must have an operating temperature pre-set to -80 degrees Celsius (°C) with a user adjustable range from minimum -50°C to maximum -86°C;</li> <li>2. Must have temperature stability within 5°C;</li> </ol>
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	3. Must have a digital temperature display capable of monitoring in increments of no greater than one (1) degree Celsius.
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7. **DELETE** Section 7.3.1 General Conditions in its entirety and **REPLACE** with:

**7.3.1 General Conditions**

A. 2010A (2022-01-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modification:

(i) Article 01, Interpretation, "Canada", "Crown", "His Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "His Majesty" or "the Government"  
means His Majesty the King 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.

8. **DELETE** Section 7.4.1 Period of the Contract in its entirety and **REPLACE** with:

**7.4.1 Period of the Contract**

A. The period of the Contract is from date of Contract 02 June 2026 inclusive.

9. **DELETE** Section 7.4.2 Delivery Date in its entirety and **REPLACE** with:

**7.4.2 Delivery Date**

A. All deliverables for the Initial Requirement must be received on or before 02 June 2023. All deliverables for the Optional Requirements, needed on an "as and when required" basis, must be delivered before 02 June 2026.

10. **DELETE** Annex A, Section 2.1 in its entirety and **REPLACE** with:

2.1 The CF H Svcs GP requires two (2) Ultra-Low Temperature (ULT) Freezers to be delivered to Central Medical Equipment Depot (CMED), NLT 2 June 2023 with options to purchase up to an additional twenty (20) Ultra-Low Temperature Freezers until 2 June 2026.

11. **DELETE** Annex A, Section 3.1.4 and Section 3.1.5 in its entirety and **REPLACE** with:

3.1.4 Must have a digital temperature display capable of monitoring in increments of no greater than one (1) degree Celsius.

12. **DELETE** Annex A, Section 3.1.8 in its entirety and **REPLACE** with:

3.1.7 Must not exceed a net weight (empty) of four-hundred and sixty (460) Kilograms (Kg).

13. **DELETE** Annex A, Section 3.3.2 in its entirety and **REPLACE** with:



3.3.2 The external dimensions must be equal to or less than:

- 3.3.2.1 45 inches deep, measured front to back;
- 3.3.2.2 55 inches wide, measured left to right; and
- 3.3.2.3 78 inches tall.

14. **DELETE** Annex A, Section 5.2 in its entirety and **REPLACE** with:

- 5.2 The Operational Qualification test must be performed at site for a period of twenty four (24) hours and must include as a minimum the following:
  - 5.2.1 Functional testing and verification the Ultra-Low Temperature Freezers operate within manufacturer recommended tolerances;
  - 5.2.2 Alarms;
  - 5.2.3 Safety interlocks;
  - 5.2.4 Error code handling;
  - 5.2.5 Control system security and access procedures;
  - 5.2.6 Start up and shut down procedures;
  - 5.2.7 Displays and reports;
  - 5.2.8 Back-up and recovery procedures;
  - 5.2.9 System recovery after power failure; and
  - 5.2.10 Temperature mapping to confirm temperature uniformity.

15. **DELETE** Annex B – Basis of Payment in its entirety and **REPLACE** with:

**ANNEX B – BASIS OF PAYMENT**

The Contractor will be paid the firm unit prices, Delivered at Place (DAP) to the delivery location mentioned in Annex A.

The Contractor is responsible for export clearance, delivery charges, administration, costs and risks of transport. DND is responsible for all import clearance, including the payment of applicable duties and taxes. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

**1.0 Initial Requirement: from date of Contract Award to 02 June 2023**

Item #	Description	Quantity	Firm Unit Price (CAD\$)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	2	<b>[\$amount to be detailed in the resulting contract]</b>
2	Installation Qualification	2	<b>[\$amount to be detailed in the resulting contract]</b>





3	Operational Qualification	2	\$[amount to be detailed in the resulting contract]

**2.0 Optional Requirements: from 03 June 2023 to 02 June 2026, on “as and when required” basis**

Item #	Description	Quantity	Firm Unit Price (CAD\$)		
			Option Year 1: From 03 June 2023 to 02 June 2024	Option Year 2: From 03 June 2024 to 02 June 2025	Option Year 3: From 03 June 2025 to 02 June 2026
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	Up to 20	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
2	Installation Qualification	Up to 20	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
3	Operational Qualification	Up to 20	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**



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## REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

### RETURN BIDS TO / RETOURNER LES SOUMISSIONS À:

Director Services Contracting 3 (D Svcs C 3) /  
Direction des contrats de service 3 (DC Svc 3)  
Attention: Safiya Motala  
Par courriel à: Safiya.Motala@forces.gc.ca

#### Proposal To: National Defence Canada

We hereby offer to sell to His Majesty the King 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).

#### Comments – Commentaires

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.  
CE DOCUMENT CONTIENT UNE EXIGENCE DE SÉCURITÉ.**

<p><b>Solicitation Closes / L'invitation prend fin:</b></p> <p>At / à:</p> <p>02:00 PM Eastern Standard Time (EST)</p> <p>On / le:</p> <p>1 March 2023</p>
--

<b>Title / Titre</b> Ultra-Low Temperature Freezers	<b>Solicitation No. / N° de l'invitation</b> W6369-23-A077
<b>Date of Solicitation / Date de l'invitation</b> 19 December 2022	
<b>Address Enquiries to / Adresser toutes questions à:</b>  Safiya Motala, D Svcs C 3-5-2 Safiya.Motala@forces.gc.ca	
<b>Telephone No. / N° de téléphone</b>	<b>FAX No. / N° de fax</b>
<b>Destination</b>  National Defence Headquarters Central Medical Equipment Depot (CMED) 105 Montgomery Road, Building BB-104A Petawawa, ON K8H 2X3	

**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>Delivery Required / Livraison exigée</b>	<b>Delivery Offered / Livraison proposée</b>
<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 (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</b>	
Name – Nom _____ Title – Titre _____	
Signature _____ Date _____	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. 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;
2. 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.
  - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses;
3. 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.

### **1.2 Requirement**

- A. The requirement is detailed under Article 7.2 of the resulting contract clauses.

### **1.3 Debriefings**

- A. 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 Trade Agreements**

- A. The requirement is subject to the provisions of Canada-Chile Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Colombia Free Trade Agreement, Canada European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, the Canada- Korea Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, Canada-Ukraine Free Trade Agreement, Canada-United Kingdom Trade Continuity Agreement, the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the Canadian Free Trade Agreement (CFTA).



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- A. 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 (SACC) Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- B. 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.
- C. The 2003 (2022-03-29), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 02, Procurement Business Number, is deleted in its entirety;
  - (ii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
    - d. send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
  - (iii) Section 05, Submission of bids, subsection 2, paragraph e., is deleted in its entirety and replaced with the following:
    - e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the bid; and
  - (iv) Section 05, Submission of bids, subsection 3, is deleted in its entirety;
  - (v) Section 05, Submission of bids, subsection 4, is amended as follows:
    - Delete: 60 days
    - Insert: 180 days
  - (vi) Section 06, Late bids, is deleted in its entirety;
  - (vii) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
    - 07 Delayed bids
    - 1. 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.
  - (viii) Section 08, Transmission by facsimile, is deleted in its entirety; and
  - (ix) Section 20, Further information, is deleted in its entirety.



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## 2.2 Submission of Bids

- A. Bids must be submitted only to the Department of National Defence (DND) by the date, time, and place indicated on page 1 of the bid solicitation.
- B. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

### 2.2.1 Electronic Submissions

- A. **Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents **submitted** after the closing time and date will not be accepted.

## 2.3 Enquiries - Bid Solicitation

- A. All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry 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 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. 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.

## 2.5 Bid Challenge and Recourse Mechanisms

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



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- (b) 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)
- (c) 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.





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

### **3.1 Bid Preparation Instructions**

- A. Canada requests that Bidders provide their bid in separately bound sections as follows:
- Section I: Technical Bid: one (1) soft copy in PDF format by e-mail;
  - Section II: Financial Bid: one (1) soft copy in PDF format by e-mail;
  - Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
  - Section IV: Additional Information: one (1) soft copy in PDF format by e-mail.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
- (i) Use 8.5 x 11 inch (216 mm x 279 mm) paper; and
  - (ii) Use a numbering system that corresponds to the bid solicitation.

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

- A. In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

- A. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

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

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3, Electronic Payment Instruments, to identify which ones are accepted.
- B. If Attachment 2 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.3.2 Exchange Rate Fluctuation**

- A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.



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### **3.4 Section III: Certifications**

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

### **3.5 Section IV: Additional Information**

A. In Section IV of their bid, bidders should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation;
- (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- (iii) For Part 2, article 2.4, Applicable Laws, of the bid solicitation: the province or territory if different than specified;
- (iv) For Part 6, article 6.1, Security Requirement, of the bid solicitation, for each individual who will require access to classified or protected information, assets, or sensitive work sites:
  - (a) the name of the individual;
  - (b) the date of birth of the individual; and
  - (c) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
- (v) Any other information submitted in the bid not already detailed.



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### ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

- A. The Bidder must complete this pricing schedule and include it in its financial bid.
- B. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
- C. The firm rates specified below includes all expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid, including the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex A, Statement of Requirement, of the bid solicitation.
- D. Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.
- E. All prices and costs must be submitted in Canadian Dollars, Delivered at Place (DAP). The Contractor is responsible for export clearance, freight charges, administration, costs and risks of transport. Canada is responsible for all import clearance, including the payment of applicable duties and taxes. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

#### 1. Pricing Schedule

<b>Currency</b>	CAD \$
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##### 1.1 Initial Requirement: from date of Contract Award to 02 June 2023

Item #	Description	Quantity (A)	Unit Price (B)	Total Unit Price (C = A x B)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	2	\$	\$
2	Installation Qualification	2	\$	\$
3	Operational Qualification	2	\$	\$
<b>TOTAL INITIAL REQUIREMENT</b>				<b>\$</b>

##### 1.2 Optional Requirements: from 03 June 2023 to 02 June 2026, "as and when required" basis.

##### 1.2.1 Optional Year 1: from 03 June 2023 to 02 June 2024



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Item #	Description	Quantity (A)	Unit Price (B)	Total Unit Price (C = A x B)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	Up to 20	\$	\$
2	Installation Qualification	Up to 20	\$	\$
3	Operational Qualification	Up to 20	\$	\$
<b>TOTAL OPTIONAL YEAR 1</b>				<b>\$</b>

**1.2.2 Optional Year 2: from 03 June 2024 to 02 June 2025**

Item #	Description	Quantity (A)	Unit Price (B)	Total Unit Price (C = A x B)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	Up to 20	\$	\$
2	Installation Qualification	Up to 20	\$	\$
3	Operational Qualification	Up to 20	\$	\$
<b>TOTAL OPTIONAL YEAR 2</b>				<b>\$</b>

**1.2.3 Optional Year 3: from 03 June 2025 to 02 June 2026**

Item #	Description	Quantity (A)	Unit Price (B)	Total Unit Price (C = A x B)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	Up to 20	\$	\$
2	Installation Qualification	Up to 20	\$	\$
3	Operational Qualification	Up to 20	\$	\$
<b>TOTAL OPTIONAL YEAR 3</b>				<b>\$</b>



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**2. Total Evaluated Price (for bid evaluation purposes only)**

**2.1 TOTAL EVALUATED PRICE**

<b>DESCRIPTION</b>	<b>TOTAL PRICE (CAD\$)</b>
Total Initial Requirement	\$ _____
Total Optional Year 1	\$ _____
Total Optional Year 2	\$ _____
Total Optional Year 3	\$ _____
<b>TOTAL EVALUATED PRICE</b>	<b>\$ _____</b>



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## **ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS**

- A. 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); and
  - ( ) Wire Transfer (International Only).



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- A. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, financial evaluation criteria.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

- A. Mandatory technical evaluation criteria are included in Attachment 1 to Part 4, Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

- A. The price of the bid will be evaluated as follows:
  - (i) Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded; and
  - (ii) Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
- B. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- C. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
- D. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

### **4.2 Basis of Selection - Lowest Evaluated Price, Mandatory Technical Criteria**

- A. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- B. Should two (2) or more responsive bids achieve an identical lowest evaluated price, the bid that is received first, based on date and time will be recommended for award of a contract.



**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA**

**1. Mandatory Technical Criteria**

- A. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- B. The following mandatory technical criteria must be demonstrated with supporting documentation in the form of a screen shot of equipment function from the equipment, user manual, technical/sales brochure, report and/or certifications which must be provided with the Bidder’s response at the time of bid submission. Failure to submit supporting documentation that clearly demonstrates the mandatory technical criteria listed below, may render the bid non-compliant and will not be given further consideration. Any information proposed as options or additions to the work will NOT be evaluated.

#	MANDATORY TECHNICAL CRITERIA	BIDDER SUBSTANTIATION (INCLUDES LOCATION WITHIN PROPOSAL; TITLE, PAGE, ETC.)
<b>M1</b>	The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer displays a visible mark indicating Canadian Standards Association (CSA) Certification ( <a href="http://www.csagroup.org/global/en/about-csa-group/certification-marks-labels">www.csagroup.org/global/en/about-csa-group/certification-marks-labels</a> ), or an equivalent proof of Certification recognized by the Standard Council of Canada (SCC) ( <a href="http://www.scc.ca">www.scc.ca</a> )	
<b>M2</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following general specifications:</p> <ol style="list-style-type: none"> <li>1. Must be an upright model freezer;</li> <li>2. Door Requirements:               <ol style="list-style-type: none"> <li>a. Must have a minimum of one solid door;</li> <li>b. Must be a single swing;</li> <li>c. Must be self-closing;</li> <li>d. Must include a keyed lock with minimum two (2) keys; and</li> <li>e. Must have one handle for opening and closing the freezer door.</li> </ol> </li> <li>3. Must not exceed a net weight (empty) of four-hundred and sixty (460) Kilograms (Kg); and</li> <li>4. The noise from the operating freezer must not exceed a maximum 53 A-weighted decibel (dB(A)) at 1 meter.</li> </ol>	





<b>M3</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following external specifications:</p> <ol style="list-style-type: none"><li>1. Must be painted with high-impact, scratch resistant powder coat finished or stainless steel; and</li><li>2. External dimensions must be less than or equal to:<ol style="list-style-type: none"><li>a. 45 inches deep, measured front to back;</li><li>b. 55 inches wide, measured left to right; and</li><li>c. 78 inches tall.</li></ol></li></ol>	
<b>M4</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following internal specifications:</p> <ol style="list-style-type: none"><li>1. Must have a storage capacity of minimum thirty (30) cubic feet;</li><li>2. Must be painted with high-impact, scratch resistant powder coat finished or stainless steel; and</li><li>3. Must have a minimum of three (3) adjustable shelves painted with high-impact, scratch resistant powder coat finished or stainless steel.</li></ol>	
<b>M5</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following temperature specifications:</p> <ol style="list-style-type: none"><li>1. Must have an operating temperature pre-set to -80 degrees Celsius (°C) with a user adjustable range from minimum -50°C to maximum -86°C;</li><li>2. Must have temperature stability within 5°C;</li><li>3. Must have a digital temperature display capable of monitoring in increments of no greater than one (1) degree Celsius.</li></ol>	
<b>M6</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer has the following alarm and temperature tracking features:</p> <ol style="list-style-type: none"><li>1. Alarm:</li></ol>	



	<ul style="list-style-type: none"><li>a. Must have a built-in remote alarm contacts system;</li><li>b. Must have a keyed security lock, with minimum two (2) keys or Access Code, for power, temperature and alarm settings; and</li><li>c. Must be equipped with user programmable audible and visual alarms including:<ul style="list-style-type: none"><li>• High and low temperature alerts;</li><li>• Door ajar alerts;</li><li>• Power failure alerts; and</li><li>• Alarm Test.</li></ul></li></ul> <p>2. Temperature tracking:</p> <ul style="list-style-type: none"><li>a. Must display continuous, twenty-four hour, temperature recordings for a seven (7) day period through a digital display or a factory-installed seven (7) day inkless chart recorder with battery backup in the event of a power failure.</li></ul>	
<b>M7</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following environmental standards:</p> <ul style="list-style-type: none"><li>1. Freezer must be environmentally friendly with low ozone depletion potential and comply with 2003 Federal Halocarbon Regulations (<a href="https://www.canada.ca/content/dam/eccc/migration/main/ozone/c735c008-600e-412c-9bf2-bf85407f103e/com932_ec-20halocarbon_e_web.pdf">https://www.canada.ca/content/dam/eccc/migration/main/ozone/c735c008-600e-412c-9bf2-bf85407f103e/com932_ec-20halocarbon_e_web.pdf</a>); and</li><li>2. The insulation must be high density, chlorofluorocarbons-free (CFC-free) and foamed in place of polyurethane.</li></ul>	
<b>M8</b>	<p>The Bidder must demonstrate their proposed Ultra-Low Temperature (ULT) freezer meets the following electrical requirements:</p> <ul style="list-style-type: none"><li>1. 110-120V 60 Hz Models: Must operate between 110 to 120 Volts of Alternating Current (Vac) @ 60 Hertz (Hz) with a maximum current draw of 20 amperes (Amps).</li></ul>	



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## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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

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

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

- A. 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.

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

- A. 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

- A. In accordance with the section titled "Information to be provided when bidding, contracting, or entering into a real procurement 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](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>), Canadian-based Bidders are required to provide a completed Contract Security Program Application for Registration (AFR) form, included in Attachment 1 to Part 5 to be given further consideration in the procurement process. Foreign-based Bidders are required to complete the



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Contract Security Program Initial International Security Screening (IISS) form, included in Attachment 2 to Part 5, 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 with their bid will be given the opportunity to complete any missing information from the AFR form OR IISS 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 OR IISS 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 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 Federal Contractors Program for Employment Equity - Bid Certification

- A. By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).
- B. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.



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**ATTACHMENT 1 TO PART 5 – CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR  
REGISTRATION (AFR) FORM**

Bidders representing Canadian-based organizations are to complete the following AFR Form as part of their bid submission. If the AFR Form is not included as part of the bid submission, the Contracting Authority may request a copy prior to contract award:

[Contract security program \(CSP\) - Application for registration \(AFR\) \(pwgsc.gc.ca\)](http://pwgsc.gc.ca)



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## **ATTACHMENT 2 TO PART 5 – CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING (IISS) FORM**

Bidders representing foreign-based organizations are to complete the following IISS Form as part of their bid submission. If the IISS Form is not included as part of the bid submission, the Contracting Authority may request a copy prior to contract award:

### **Purpose**

The purpose of this form is to initiate the security screening process for foreign suppliers who will need access to Canadian Protected/Classified information/assets/sites under a Government of Canada contract or Multinational Program processed by the Canadian Contract Security Program (CSP). The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and/or investigation. Additionally, the information may be disclosed to and used by other Government of Canada institutions that may require this information as part of their functions or investigation under Canadian Law or for security assurances from foreign data protection authorities or industrial security programs of foreign governments.

The role of the Designated Security Authority for Canada (Canadian DSA) is performed by the International Industrial Security Directorate under the Contract Security Program and is the Canadian authority for confirming compliance with the Canadian national and international security requirements involving foreign suppliers.

### **Instructions for completing this form**

#### **General**

- This form and the additional documentation required must be provided in English or French.
- In any instance where this form does not allow enough space for a complete answer, please include additional pages and/or table rows as required.
- Refusal to provide the information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will result in a denial or revocation of eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites.

#### **Section A - Business Information**

- You must provide all required documentation (outlined below) in relation to the type of company or corporate entity. Company or corporate entity's organization chart is mandatory for all types of entity.
- **Legal name of the company or corporate entity** refers to the legal name of the company or corporate entity as it is registered with the relevant foreign government authorities.
- **Business or trade name** refers to the name which a business trades under for commercial purposes, although its registered legal name used for contracts and other formal situations, may be another name.



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- **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Stock exchange identifier (if applicable); and
  - Certificate of Incorporation, compliance, continuance, etc.
- **Partnership** refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status (e.g. partnership documentation).
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Government registration documentation; and
  - Other (e.g. Master Business License).
- **State-owned entity** refers to a state-owned enterprise or government-owned enterprise where the government or state has significant control over this business entity through full, majority, or significant minority ownership. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - National Law, Act or policies defining the entity; and
  - Evidence of legal status.
- **Other** (e.g. letters of patent, universities, financial institutions, unincorporated companies). Provide the following information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status;
  - National laws and Acts; and/or
  - Charters.
- If the company or corporate entity is already registered in an industrial security program from the National Security Authority (NSA) or Designated Security Authority (DSA) of the relevant country, indicate the security level of its facility clearance and its date of validity.
- Indicate the name of the national Data Protection Authority (DPA) responsible for the protection of personal information in the country where the company or corporate entity is located and indicate the title of the legislation defining this authority.

## Section B – Company Security Officer (CSO)

- Identify the individual that will be nominated as the company or corporate entity's Security Officer (hereinafter referred to as Company Security Officer (CSO)) who will be responsible



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for ensuring compliance with the security requirements of the Government of Canada contract or multinational program.

- The CSO **must** be:
  - an employee of the company or corporate entity; and
  - be security assessed at the same level as the company or corporate entity.
- The CSO must notify the Contract Security Program of any structure changes of the ownership for the company or corporate entity, including changes of the membership of its Board of Directors and the change of the nominated CSO.
- **Citizenship** refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- For the purposes of the Contract Security Program, the term **Country of Primary Residence/National Domicile** refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

#### Section C – List of Board of Directors

- List all members of the company's Board of Directors. Applicants are to add additional rows to the section if required.
- **Citizenship** refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- For the purposes of the Contract Security Program, the term **Country of Primary Residence/National Domicile** refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

#### Section D - Ownership Information

- For the purposes of the Contract Security Program, the following interpretations are applicable:
  - **Direct (or registered)** owners are owners who hold legal title to a property or asset in that owner's name.
  - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
- **Parent company or corporate entity** refers to a company or corporate entity which owns and/or controls controlling interest (e.g. voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

#### Section E - Certification and Consent

- Only an individual identified in Section C may complete this section.





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**IMPORTANT NOTE:** The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will prohibit your eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites. An incomplete form will not be processed by the Contract Security Program and will be returned to you.

<b>SECTION A - BUSINESS INFORMATION</b>		
<b>Complete Section A and provide the required documentation identified in the instructions above.</b>		
1. Legal name of the company or corporate entity		
2. Business or trade name (if different from legal name)		
3. Type of company or corporate entity (Indicate the type of organization and provide the required validation documentation) (select one only)		
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Private or Public) <input type="checkbox"/> State-owned entity <input type="checkbox"/> Other, specify:		
4. Provide a brief description of your company or corporate entity's general business activities		
5. Business (Head office) civic address		
6. Mailing address (if different from business civic address)		
7. Company or corporate website (if applicable)		
8. Business Identifier Number if applicable (e.g. CAGE/NCAGE code)	9. Telephone number (include country code and extension number if any)	10. Facsimile number if applicable (include country code)
11. Number of employees in your company or corporate entity		12. Number of employees who require access to Canadian Protected/Classified information/assets/sites



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13. Indicate the valid facility security level of the company or corporate entity granted by the relevant National Security Authority or Designated Security Authority (indicate NIL if none)	14. Provide the date of the validity of the facility clearance (if applicable)
15. Name of the relevant national Data Protection Authority (DPA) responsible for the protection of personal information in the country (indicate NIL if none)	16. Title of the legislation defining the Data Protection Authority (DPA) (if applicable)

**SECTION B – COMPANY SECURITY OFFICER**

**Complete Section B.**

Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile
Email address for the company security officer:				

**SECTION C – LIST OF MEMBERS OF THE BOARD OF DIRECTORS (INDICATE N/A IF NOT APPLICABLE)**

**Complete Section C. Add additional rows or attachment as required**

Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile

**SECTION D – OWNERSHIP INFORMATION**

**Complete Section D for each level of ownership**  
Identify all entities, individuals, public or private corporations that have an ownership stake in the organization listed in Section 1. For publicly traded corporations, identify stock exchange. An ownership relation chart with percentages of ownership must be included.

**SECTION D-1 – OWNERSHIP LEVEL 1 (DIRECT OWNERSHIP)**

Identify all individual owners or direct organizations ownership related to the company or corporate entity

Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

**SECTION D-2 – OWNERSHIP LEVEL 2**

If there is any additional ownership for the names listed in the previous section (D-1), provide the information below. If none, please indicate N/A (not applicable).

Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship



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<b>SECTION D-3 – OWNERSHIP LEVEL 3</b>					
If there is any additional ownership for the names listed in the previous section (D-2) please provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

<b>SECTION E – CERTIFICATION AND CONSENT (only an individual identified in Section C may complete this section)</b>	
I, the undersigned, as the individual authorized by the organization identified in Section 1, have read the purpose and instructions of this screening form and do hereby certify that the information contained in this screening form is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada’s Contract Security Manual and consent to the collection, use and disclosure of the information provided in this screening form for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization such as change of address, contact phone numbers, email address, change in company management structure, ownership, company security officer and the members of the Board of Directors.	
Surname	Given name(s)
Position title	Telephone number (include country code and extension number if any)
Facsimile number if applicable (include country code)	Email address
Signature	Date

<b>FOR USE BY THE PSPC’S CONTRACT SECURITY PROGRAM</b>		
Recommendations		
Recommendation by analyst (Name)	Signature	Date
Approval (Name)	Signature	Date



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

### **6.1 Security Requirements**

1. 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;
2. 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.
  - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses;
3. 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.



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

### **ARTICLES OF AGREEMENT**

#### **7.1 Security Requirements**

- A. The following security requirements apply and form part of the Contract:
1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
  2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
  3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
  4. The Contractor 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).

#### **7.2 Requirement**

- A. The Contractor must provide the item(s) detailed under the Requirement at Annex A.

##### **7.2.1 Optional Goods and/or Services**

- A. The Contractor grants to Canada the irrevocable option to acquire the goods, services, or both described at Annex "A" – Statement of Requirement, 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.
- B. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

- A. 2010A (2022-01-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modification:



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- (i) Article 01, Interpretation, "Canada", "Crown", "His Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "His Majesty" or "the Government"

means His Majesty the King 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.

## **7.4 Term of Contract**

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

- A. The period of the Contract is from date of Contract 02 June 2026 inclusive.

### **7.4.2 Delivery Date**

- A. All deliverables for the Initial Requirement must be received on or before 02 June 2023. All deliverables for the Optional Requirements, needed on an "as and when required" basis, must be delivered before 02 June 2026.

### **7.4.3 Delivery Points**

- A. Delivery of the requirement will be made to delivery point specified at Annex "A" of the Contract.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

- A. The Contracting Authority for the Contract is:

Name: Safiya Motala, D Svcs C 3-5-2  
Title: Senior Procurement Officer  
Organization: Director Services Contracting 3 (D Svcs C 3)  
Address: Department of National Defence  
101 Colonel By Drive  
Ottawa ON K1A 0K2  
Telephone: \_\_\_\_\_  
E-mail: Safiya.Motala@forces.gc.ca

- B. 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**

- A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

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



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Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: Department of National Defence (DND)  
101 Colonel By Drive  
Ottawa ON K1A 0K2  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

- B. 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**

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**7.6 Payment**

**7.6.1 Basis of Payment – Firm Price**

- A. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B, Basis of Payment, for the cost of \$ [amount to be detailed in the resulting contract] Customs duties are excluded and Applicable Taxes are extra.
- B. 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 Contracting Authority before their incorporation into the Work.

**7.6.2 Limitation of Price**

- A. 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 Contracting Authority before their incorporation into the Work.

**7.6.3 Method of Payment – Multiple Payments**

- A. Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:
  - i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;



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- ii. all such documents have been verified by Canada;
- iii. the Work delivered has been accepted by Canada

#### 7.6.4 Taxes - Foreign-based Contractor

- A. Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.
- B. Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

#### 7.6.5 SACC Manual Clauses

- A. [C2608C](#) (2020-07-01), Canadian Customs Documentation
- B. [C2610C](#) (2007-11-30), Customs Duties - Department of National Defence – Importer

#### 7.6.6 Electronic Payment of Invoices - Contract

- A. The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):  
**[List to be updated in the resulting contract]**
  - (i) Visa Acquisition Card;
  - (ii) MasterCard Acquisition Card;
  - (iii) Direct Deposit (Domestic and International); and
  - (iv) Wire Transfer (International Only).

#### 7.7 Invoicing Instructions

- A. 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.
- B. Each invoice must be supported by:
  - (i) A copy of the release document and any other documents as specified in the Contract;
  - (ii) A description of the Work delivered; and
  - (iii) A breakdown of the cost elements.





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- C. Invoices must be distributed as follows:
- (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.8 Certifications and Additional Information

### 7.8.1 Compliance

- A. 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 Applicable Laws

- A. The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario **or as specified by the bidder in its bid, if applicable**.

### 7.10 Priority of Documents

- A. 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:
- (i) The Articles of Agreement;
  - (ii) The General Conditions 2010A (2022-01-28), General Conditions - Goods (Medium Complexity);
  - (iii) Annex A, Requirement;
  - (iv) Annex B, Basis of Payment;
  - (v) Annex C, Security Requirements Check List; and
  - (vi) the Contractor's bid dated **[date to be specified in the resulting contract]**, as clarified on **[date to be specified in the resulting contract, if required]**, and as amended on **[date to be specified in the resulting contract, if required]**.

### 7.11 Defence Contract

- A. The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1 (<http://laws-lois.justice.gc.ca/eng/acts/d-1/>), and must be governed accordingly.
- B. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is



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entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the *Defence Production Act*.

#### **7.12 Excess Goods**

- A. The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

#### **7.13 Canadian Forces Site Regulations**

- A. The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

#### **7.14 Electrical Equipment**

- A. All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada

#### **7.15 Delivery and Unloading**

- A. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
- B. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
- C. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

#### **7.16 Marking**

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

#### **7.17 Labelling**

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

#### **7.18 Wood Packaging Materials**

- A. All wood packaging materials used in shipping must conform to the International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade (ISPM 15).



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- B. Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

D-98-08 - Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States

D-13-01 – Canadian Heat Treated Wood Products Certification Program (HT Program)

#### **7.19 ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code C)**

- A. The Contractor is responsible for implementing a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on ISO 9001:2015 "Quality management systems - Requirements."
- B. The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the materiel or services provided conform to the drawings, specifications and the requirements of the contract. The Contractor must keep accurate and complete inspection records which must, upon request, be made available to the authorized Department of National Defence (DND) representative, who may make copies and take extracts during the performance of the Contract and for a period of one (1) year after the completion of the Contract.
- C. Despite the above, all materiel is subject to verification and acceptance by DND at destination. The authorized DND representative at destination may either be the consignee(s), the Technical Authority, or the Quality Assurance Authority.

#### **7.20 Palletization**

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

One (1) of the following two (2) options will be inserted in the resulting contract, as applicable:

Option 1: **A2000C** (2006-06-16) when the contract is to be with a Canadian-based supplier; or



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K1A 0K2

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K1A 0K2

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

- A. The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**Option 2: A2001C (2006-06-16) when the contract is to be with a foreign-based supplier.**

### **7.21 Foreign Nationals (Foreign Contractor)**

- A. The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **7.22 Insurance- No Specific Requirement**

- A. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **7.23 Dispute Resolution**

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

### **7.24 Shipping Instruction (DND) – Delivered at Place (DAP) Incoterm 2010**

- A. Goods must be shipped DAP – Delivered at Place to the delivery location mentioned in Annex A. The Contractor is responsible for export clearance, delivery charges, administration, costs and risks of transport. DND is responsible for all import clearance, including the payment of applicable duties and taxes.



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## ANNEX A – STATEMENT OF REQUIREMENT (SOR)

### ULTRA-LOW TEMPERATURE (ULT) FREEZERS

#### 1. BACKGROUND

- 1.1 The Department of National Defence (DND), through the Canadian Forces Health Services (CF H Svcs), has a requirement to store vaccines and pharmaceuticals at ultra-low temperatures (e.g. -80°C). The requirement for ultra-low temperature storage is to be fulfilled through the acquisition of ultra-low temperature freezers.

#### 2. SCOPE

- 2.1 The CF H Svcs GP requires two (2) Ultra-Low Temperature (ULT) Freezers to be delivered to Central Medical Equipment Depot (CMED), NLT 2 June 2023 with options to purchase up to an additional twenty (20) Ultra-Low Temperature Freezers until 2 June 2026.

#### 3. ULTRA-LOW TEMPERATURE (ULT) FREEZER SPECIFICATIONS

The Ultra-Low Temperature (ULT) freezer must include the following specifications:

##### 3.1 GENERAL SPECIFICATIONS:

- 3.1.1 Must be an upright freezer;
- 3.1.2 Must have an operating temperature pre-set to -80 degrees Celsius (°C) with a user adjustable range from minimum -50°C to maximum -86°C;
- 3.1.3 Must have temperature stability within 5°C;
- 3.1.4 Must have a digital temperature display capable of monitoring in increments of no greater than one (1) degree Celsius.
- 3.1.5 Must display continuous, twenty-four hour, temperature recordings for a seven (7) day period through a digital display or a factory-installed seven (7) day inkless chart recorder with battery backup in the event of a power failure;
- 3.1.6 Freezer must be environmentally friendly with low ozone depletion potential and comply with 2003 Federal Halocarbon Regulations ([https://www.canada.ca/content/dam/eccc/migration/main/ozona/c735c008-600e-412c-9bf2-bf85407f103e/com932\\_ec-20halocarbon\\_e\\_web.pdf](https://www.canada.ca/content/dam/eccc/migration/main/ozona/c735c008-600e-412c-9bf2-bf85407f103e/com932_ec-20halocarbon_e_web.pdf));
- 3.1.7 Must not exceed a net weight (empty) of four-hundred and sixty (460) Kilograms (Kg);
- 3.1.8 The noise must not exceed a maximum 53 A-weighted decibel (dB(A)) at 1 meter; and
- 3.1.9 The insulation must be high density, CFC-free and foamed in place of polyurethane.

##### 3.2 INTERIOR SPECIFICATIONS:

- 3.2.1 Must have a storage capacity of minimum thirty (30) cubic feet;



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3.2.2 Must be painted with high-impact, scratch resistant powder coat finished or stainless steel; and

3.2.3 Must have a minimum of three (3) adjustable shelves painted with high-impact, scratch resistant powder coat finished or stainless steel.

### 3.3 EXTERIOR SPECIFICATIONS:

3.3.1 Must be painted with high-impact, scratch resistant powder coat finished or stainless steel; and

3.3.2 The external dimensions must be less than or equal to:

3.3.2.1 45 inches deep, measured front to back;

3.3.2.2 55 inches wide, measured left to right; and

3.3.2.3 78 inches tall.

### 3.4 DOOR REQUIREMENTS:

3.4.1 Must have a minimum of one solid door;

3.4.2 Must be a single swing;

3.4.3 Must be self-closing;

3.4.4 Must include a keyed lock with minimum two (2) keys; and

3.4.5 Must have one handle for opening and closing the freezer door.

### 3.5 ALARM REQUIREMENTS:

3.5.1 Must have a built-in remote alarm contacts system;

3.5.2 Must have a keyed security lock, with minimum two (2) keys or Access Code, for power, temperature and alarm settings; and

3.5.3 Must be equipped with user programmable audible and visual alarms including:

3.5.3.1 High and low temperature alerts;

3.5.3.2 Door ajar alerts;

3.5.3.3 Power failure alerts; and

3.5.3.4 Alarm Test.

### 3.6 ELECTRICAL REQUIREMENT:

Ultra-Low Temperature (ULT) Freezer must be available for the following power requirements:



- 3.6.1 110-120V 60 Hz Models: Must operate between 110 to 120 Volts of Alternating Current (Vac) @ 60 Hertz (Hz) with a maximum current draw of 20 amperes (Amps).

**4. INSTALLATION QUALIFICATION (IQ)**

4.1. As a minimum, the Contractor must perform the IQ as following:

- 4.1.1. Uncrate the freezers and dispose of the crate material;
- 4.1.2. Perform the installation of the system according to the manufacturer's specifications;
- 4.1.3. Ensure the surrounding environment complies with the requirements of the freezer;
- 4.1.4. Record the software / firmware version;
- 4.1.5. Install the system configuration;
- 4.1.6. Recording and verification of documentation and drawings provided with the system, example operating manuals, calibration instructions, etc;
- 4.1.7. Calibrate the Ultra-Low Temperature (ULT) Freezer system instrumentation and tolerance setting; and
- 4.1.8. Ensure that the system powers up and executes self-diagnostics correctly where applicable.

**5. OPERATIONAL QUALIFICATION**

- 5.1. Prior to acceptance, the Contractor must conduct a field Operational Qualification test on each Ultra-Low Temperature (ULT) Freezer no later than three (3) days after the delivery and installation;
- 5.2. The Operational Qualification test must be performed at site for a period of twenty four (24) hours and must include as a minimum the following:
  - 5.2.1. Functional testing and verification the Ultra-Low Temperature Freezers operate within manufacturer recommended tolerances;
  - 5.2.2. Alarms;
  - 5.2.3. Safety interlocks;
  - 5.2.4. Error code handling;
  - 5.2.5. Control system security and access procedures;
  - 5.2.6. Start up and shut down procedures;
  - 5.2.7. Displays and reports;
  - 5.2.8. Back-up and recovery procedures;



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- 5.2.9. System recovery after power failure; and
- 5.2.10. Temperature mapping to confirm temperature uniformity.

5.3. Operational Qualification Report:

- 5.3.1. The contractor must provide a written report to the Technical Authority (TA) detailing each test performed and the results, to ensure compliance with Health Canada Good Manufacturing Practices: <https://www.canada.ca/en/health-canada/services/drugs-health-products/compliance-enforcement/good-manufacturing-practices/guidance-documents.html>
- 5.3.2. Recording of serial numbers and model numbers of system components  
Certify the installation of all Ultra-Low Temperature (ULT) Freezer are in accordance with the manufacturer's specifications; and
- 5.3.3. In the event that one (1) of the Ultra-Low Temperature (ULT) Freezers fail the Operational Qualification, the Contractor must make any and all repairs required to achieve a successful test at no additional charge to DND.

**6. CERTIFICATION AND COMPLIANCE**

- 6.1. The Ultra-Low Temperature (ULT) Freezers must have a visible mark indicating Canadian Standards Association (CSA) certification (<https://www.csagroup.org/testing-certification/marks-labels/>) or an equivalent proof of certification recognized by Standard Council of Canada (SCC) (<https://www.scc.ca/>)

**7. REFERENCE MANUALS**

The following Manuals must be included with each Ultra-Low Temperature (ULT) Freezer:

- 7.1. One (1) Operating Manual, electronic PDF preferred. At a minimum, the Operating Manual must include:
  - a. information on handling the device;
  - b. error code explanation;
  - c. troubleshooting; and
  - d. recommended operator maintenance.
- 7.2. One (1) Service Manual, electronic PDF preferred. At a minimum, the Service Manual must include:
  - a. a detailed explanation of the internal device workings;
  - b. disassembly and re-assembly instructions;
  - c. detailed schematics; and
  - d. a parts breakdown, including part numbers, for each component.

**8. DELIVERY LOCATION**

- 8.1. Prior the delivery, the Contractor must contact the Technical Authority.
- 8.2. The Contractor must deliver the Ultra-Low Temperature (ULT) Freezers to the following address;





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Ottawa (Ontario)  
K1A 0K2

Central Medical Equipment Depot  
Canadian Forces Garrison Petawawa  
105 Montgomery Road  
Building BB-104-A  
Petawawa, Ontario  
K8H 2X3

## **9. CONSTRAINTS**

- 9.1 The Contractor must be available to work, Monday to Friday, commencing no sooner than 7:30am and ending no later than 4:00pm daily. In the event the Contractor wishes to work on weekends or outside the normal working hours for the facility, the Contractor must provide the Technical Authority with a minimum of 48 hours written notice so proper security arrangements can be made.

## **10. LANGUAGE**

- 10.1 All written and verbal communication between the Contractor and the Technical Authority (TA) must be in English.



**ANNEX B – BASIS OF PAYMENT**

The Contractor shall be paid the firm unit prices, Delivered at Place (DAP) to the delivery location mentioned in Annex A.

The Contractor is responsible for export clearance, delivery charges, administration, costs and risks of transport. DND is responsible for all import clearance, including the payment of applicable duties and taxes. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

**1.0 Initial Requirement: from date of Contract Award to 02 June 2023**

Item #	Description	Quantity	Firm Unit Price (CAD\$)
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	2	<b>[\$amount to be detailed in the resulting contract]</b>
2	Installation Qualification	2	<b>[\$amount to be detailed in the resulting contract]</b>
3	Operational Qualification	2	<b>[\$amount to be detailed in the resulting contract]</b>

**2.0 Optional Requirements: from 03 June 2023 to 02 June 2026, on “as and when required” basis**

Item #	Description	Quantity	Firm Unit Price (CAD\$)		
			Option Year 1: From 03 June 2023 to 02 June 2024	Option Year 2: From 03 June 2024 to 02 June 2025	Option Year 3: From 03 June 2025 to 02 June 2026
1	Single Door Upright Ultra-Low Temperature Freezers, 110-120V 60Hz Model	Up to 20	<b>[\$amount to be detailed in the resulting contract]</b>	<b>[\$amount to be detailed in the resulting contract]</b>	<b>[\$amount to be detailed in the resulting contract]</b>
2	Installation Qualification	Up to 20	<b>[\$amount to be detailed in the resulting contract]</b>	<b>[\$amount to be detailed in the resulting contract]</b>	<b>[\$amount to be detailed in the resulting contract]</b>
3	Operational Qualification	Up to 20	<b>[\$amount to be detailed in the resulting contract]</b>	<b>[\$amount to be detailed in the resulting contract]</b>	<b>[\$amount to be detailed in the resulting contract]</b>



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K1A 0K2

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### ANNEX C – SECURITY REQUIREMENTS CHECK LIST



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat W6369-23-A077
Security Classification / Classification de sécurité UNCLASSIFIED

#### 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>DHSD/J4 Med Equip</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 The Department of National Defence (DND), through the Canadian Forces Health Services (CF H Svcs), has a requirement to store vaccines and pharmaceuticals at ultra-low temperatures (e.g. -80°C). The requirement for ultra-low temperature storage is to be fulfilled through the acquisition of ultra-low temperature freezers. The CF H Svcs GP requires three (3) Ultra-Low Temperature Freezers with options to purchase up to an additional twenty (20) Ultra-Low Temperature Freezers until 31 March 2027.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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	<input type="checkbox"/> 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.)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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 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 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 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 SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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K1A 0K2

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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?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  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?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  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?  No  Yes  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
 If Yes, will unscreened personnel be escorted?  No  Yes  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  Non  Oui  
 On DND premises, unscreened pers. may only access public/reception zones

**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?  No  Yes  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  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?  No  Yes  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  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?  No  Yes  
 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?  Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  No  Yes  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  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				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TOP SECRET COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renseignements / Biens Production	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<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"/>	<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"/>	<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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



National Defence

Défense nationale

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

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

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