



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Matthew.yaraskovitch@forces.gc.ca

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-

| | |
|--|--|
| Title/Titre FORWARD FACING 21 PASSENGER SHUTTLE BUS | |
| Solicitation No – N° de l’invitation W6399-23-LK85/A | Date of Solicitation – Date de l’invitation March 10, 2023 |
| Address Enquiries to – Adresser toutes questions à Matthew.yaraskovitch@forces.gc.ca | |
| Telephone No. – N° de telephone (613) 945-2762 | FAX No – N° de fax |
| Destination See Herein – Voir ci-inclus | |

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.

| |
|---|
| Solicitation Closes – L’invitation prend fin |
| At – à : 1400 EDT |
| On - le : April 10, 2023 |

| | |
|---|---------------------------------------|
| Delivery required - Livraison exigée March 31, 2024 | Delivery offered - Livraison proposée |
| Vendor Name and Address - Raison sociale et adresse du fournisseur | |
| Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie) | |
| Name/Nom _____ | Title/Titre _____ |
| Signature _____ | Date _____ |

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this bid solicitation.

1.2 Statement of Work

The requirement is detailed in Annex A – Requirement.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.5 Canadian Content

The requirement is subject to a preference for Canadian goods.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29), Standard Instructions – Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

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

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

- d) Section 06, Late Bids, Is deleted in its entirety;
- e) The text under Section 07, Delayed Bids, is deleted in its entirety and replaced with the following:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- f) Section 08, Transmission by Facsimile or by epost Connect, is deleted in its entirety.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services –Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 calendar days

2.2 Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).
- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 (seven) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the 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

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

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.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid: 1 soft copy in PDF format by e-mail;

Section II: Financial Bid: 1 soft copy in PDF format by e-mail;

Section III: Certifications: 1 soft copy in PDF format by e-mail; and

Section IV: Additional Information: 1 soft copy in PDF format by email;

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

Bidders may use Annex B to indicate their prices. If Bidders choose to use Annex B to indicate their prices, Bidders must include Annex B in their financial bid.

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

(a) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid as follows:

Bidders must submit firm prices, Delivered Duty Paid (DDP) at destinations indicated in Annex B – Pricing Schedule, Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

SACC *Manual* clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Warranty Period

3.1.3.1 Manufacturer's Standard Warranty Period

1. Canada requests that the Bidder provide details of the Manufacturer's Standard Warranty period for the equipment and components that exceeds the minimum warranty period of 12 months. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for components/subassemblies will form part of the proposed contract.

3.1.3.2 Extended Warranty Period

1. Canada requests that the Bidder indicate if an extended warranty period is being offered that exceeds the Manufacturer's Standard Warranty Period.
2. If the Bidder indicates that an extended warranty period is being offered, Canada requests that the Bidder provide details and pricing information of any extended warranty period available for the vehicle/equipment and any ancillary items.
3. Any extended warranty period offered will not be included in the financial evaluation.

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders must meet all mandatory technical evaluation criteria detailed in Annex C – Technical Information Questionnaire.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at destination of the goods as noted in Annex B Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

A bid must comply with all 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.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#)

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1 Security Requirement

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010A](#) (2022-12-01), General Conditions – Goods (Medium Complexity), apply to and form part of the Contract.

a. Definition of Minister is modified as follows:

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

b. Section 09 entitled Warranty of General Conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

6.3.2 Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before *[as specified by the bidder in its bid, if applicable]*.

6.4.2 Option to Extend the Contract

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

The Contracting Authority may exercise the options within twelve (12) months after contract award by sending a written notification to the Contractor.

6.4.3 Shipping Instructions

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

1. Incoterms 2010 "DDP Delivered Duty Paid" at destinations indicated in Annex B
2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Technical Authority. The consignee may refuse shipments when prior arrangements have not been made.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Matthew Yaraskovitch
Title: Material Acquisition and Support Officer
Organization: Department of National Defence
Email: matthew.yaraskovitch@forces.gc.ca

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

6.5.2 Technical Authority:

The Technical Authority for the Contract is:

Name: _____ *[Contact information to be detailed in the resulting contract]*
Title: _____
Organization: _____
Email: _____

Technical Authority named above 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 Work. Changes to the Scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____ *(To be completed by the bidder)*
Title: _____
Address: _____
Telephone: _____
Email: _____

6.5.4 After Sales Service

A. The following dealer(s) and/or agent(s) is(are) authorized to provide after sales service, maintenance, and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

[To be completed by the bidder]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B – Pricing Schedule for a cost of \$*[amount to be detailed in the resulting contract]*. Custom duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

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

6.6.3 Single Payment

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

6.6.4 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods
SACC Manual clause [A1009C](#) (2008-05-12) Work Site Access
SACC Manual clause [A9049C](#) (2011-05-16) Vehicle Safety

6.6.5 Electronic Payment of Invoices – Contract

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

[List to be updated in the resulting contract]

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

6.7 Invoicing Instructions

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

Each Invoice must contain or be supported by the applicable documents:

- (a) A copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - (a) The original must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications

6.8.1 Compliance

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

6.8.2 SACC Manual Clauses

SACC *Manual* clause [A3060C](#) (2008-05-12) Canadian Content Certification

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.10 Priority of Documents

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

- (a) Articles of Agreement;
- (b) [2010A](#) (2022-12-01), General Conditions : Goods (Medium Complexity);
- (c) Annex A – Requirement;
- (d) Annex B – Basis of Payment;
- (e) Contractors bid dated (*date to be specified in the resulting contract*)

6.11 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract

6.12 Insurance

SACC Manual clause [G1005](#) (2016-01-28), Insurance – No Specific Requirement

6.13 Packaging Requirement

The methods used for preservation and packaging must be in conformity with the Contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment as below deck cargo.

SACC Manual clause [D2000C](#) (2007-11-30), Markings

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

SACC Manual clause [D9002C](#) (2007-11-30), Incomplete Assemblies

6.14 Quality Assurance

SACC Manual clause [D5545C](#) (2019-05-30), ISO 9001:2015 – Quality Management Systems - Requirement (Quality Assurance Code C)

6.15 Post-Contract Award/Pre-Production Meeting

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at a Government facility or via teleconference, at Canada's discretion and at no additional cost to Canada, with representatives of the Contractor and the Department of National Defence.

6.16 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A – REQUIREMENT

1.0 SCOPE

1.1 Purpose

This purchase description covers the requirements for a shuttle bus for one (1) driver and twenty-one (21) passengers in forward facing seats.

1.2 Instructions

The following instructions apply to the interpretation of this Purchase Description:

- (a) Requirements, which are identified by the word “must”, are mandatory. Deviations will not be permitted;
- (b) Requirements identified with a “will” define actions to be performed by Canada and require no action/obligation on the Contractor’s part;
- (c) Where “must” or “will” are not used, the information provided is for guidance only;
- (d) In this document "provided" means "provided and installed";
- (e) Where a technical certification is referred to in this purchase description, a copy of the certification or an acceptable Proof of Compliance must be supplied for the vehicle when requested by the Technical Authority;
- (f) Metric measurements are used to define the requirement. Other measurements are for reference only and may not be exact conversions; and
- (g) Where a standard is specified and the Bidder has offered an equivalent, that equivalent standard must be supplied by the Bidder; and
- (h) Dimensions stated as nominal are to be treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.

1.3 Definitions

The following definitions apply to the interpretation of this Purchase Description:

- (a) "Equivalent" - Substitutes and alternatives that are equivalent in product, performance or a standard will be considered for acceptance by the Technical Authority where Proof of Compliance for equivalency for the respective requirement is provided for evaluation;
- (b) "Vehicle" – The entire vehicle including all systems and sub-systems, in a complete manufactured state in accordance with the requirements in this Purchase Description;
- (c) "Technical Authority" - The government official responsible for technical content of this requirement;
- (d) "Proof of Compliance" - A document such as a brochure, a third party test report, a report generated by third party software, or a certificate of attestation signed by a senior representative of the Original Equipment Manufacturer (such as a certified engineer) indicating the performance and/or feature specified;

- (e) "Gross Vehicle Weight Rating" (GVWR) - Maximum operating weight of the vehicle as stated by the manufacturer;
- (f) "Gross Axle Weight Rating" (GAWR) - The value specified by the vehicle manufacturer as the load-carrying capacity of a single axle system, as measured at the tire-ground interfaces;
- (g) "Curb Weight" - Empty weight (no payload included) of a fully equipped vehicle; and
- (h) "Payload" - The unencumbered carrying capacity of the vehicle (i.e., GVWR less Curb Weight).

1.4 Technical Information Questionnaire

The Bidder must complete the Technical Information Questionnaire at Appendix A1. Failure to provide specified brochures, performance analysis, drawings, curves or tables may render the proposal non-compliant. A nil response to a Technical Information Questionnaire question may be considered non-compliant. Any deviation from the purchase description must be listed in the Conformance Certificate.

1.5 Configuration Capability Table

The following table details the minimum design requirements, which must be met for the configuration offered:

| | |
|-------------------------|--|
| VEHICLE SPEED | 105 km/hr (65 mph) |
| ENGINE HORSEPOWER | 300 |
| FUEL RESERVOIR CAPACITY | 200 Litres (44 Imperial Gallons/52.8 US Gallons) |
| ALTERNATOR | 300 amperes |
| BATTERY | 1900 CCA |

1.6 Applicable Documents

The following documents form part of this Purchase Description. Canada will not be supplying any reference documents. Sources are as shown:

Motor Vehicle Safety Regulations (MVSR)
Government of Canada, Transport Canada,
https://laws-lois.justice.gc.ca/eng/regulations/c.r.c.,_c._1038/

Hazardous Products Act
Government of Canada
<http://laws-lois.justice.gc.ca/eng/acts/H-3/>

Canadian Occupational Health and Safety Regulations
Government of Canada
<https://laws-lois.justice.gc.ca/eng/regulations/sor-86-304/index.html>

SAE Handbook
<https://www.sae.org>

2.0 **REQUIREMENTS**

2.1 Standard Design

The vehicle must:

- (a) Be the latest model from a manufacturer who has demonstrated acceptability by selling this type and size class of vehicle for at least five (5) years;

- (b) Include all components and accessories normally supplied for this application, although they may not be specifically described in this Purchase Description;
- (c) Have engineering certification available for this application from the original manufacturers of major equipment, systems and assemblies;
- (d) Conform to all applicable laws, regulations and industrial standards in effect in Canada at the time of manufacture. The regulatory areas may include but are not necessarily limited to manufacturing, health and safety, noise levels, environment and emissions; and
- (e) Not have system and component capacities increased above published ratings (i.e., product or component brochures).

2.2 Operating Conditions

The vehicle, at GVWR, must operate safely and efficiently on highways, secondary roads, gravel roads and dirt roads (e.g., construction sites, open fields and dirt tracks) in year round conditions including mud, snow and ice in the temperature range of -40°C to 40°C.

2.3 Safety Standards

2.3.1 Vehicle Safety Regulation

The vehicle must:

- (a) Meet the provisions of the Canadian Motor Vehicle Safety Regulations (MVSR); and
- (b) Have a Safety Compliance Certification Label with a National Safety Mark (NSM) as a seal of compliance or be accompanied by a Vehicle Import Form containing proof of Inspection by the Registrar of Imported Vehicles.

2.3.2 Hazardous Materials

The Contractor must minimize or eliminate the use of hazardous materials, ozone depleting substances, polychlorinated biphenyls, asbestos and heavy metals (as described in the Hazardous Products Act of Canada) on the vehicle at time of delivery.

2.3.3 Human Engineering and Safety

The vehicle must:

- (a) Comply with the relevant sections of the Canadian Occupational Health and Safety Regulations;
- (b) Be safe and easy to use by a 95th percentile male to 5th percentile female (as per SAE Rule B3.9.3) under all operating conditions;
- (c) Be equipped, where required for operator safety, with safety features such as warning and instruction plates, heat shields and protective covers over rotating/moving parts; and
- (d) Be equipped with non-slip walking surfaces.

2.4 Maintainability

All maintenance and repair tasks, especially routine operator maintenance, must:

- (a) Be designed for easy performance of all tasks utilizing standard tools (i.e., no special tools); and
- (b) Be designed to permit a 95th percentile male to 5th percentile female (as per SAE Rule B3.9.3) to perform tasks including:
 - i. Easy access to all items that require service or maintenance; and

- ii. Not have access panels permanently attached (i.e., no riveted plates);

2.5 Performance

The vehicle must have the following minimum performance capabilities:

- (a) Top geared road speed of at least that identified as "VEHICLE SPEED" in the CONFIGURATION CAPABILITY TABLE;
- (b) Gross engine horsepower of at least that identified as "ENGINE HORSEPOWER", in the CONFIGURATION CAPABILITY TABLE.

2.6 Ratings

The vehicle must have the following ratings:

- (a) Capable of transporting minimum twenty-one (21) seated adult passengers; and
- (b) Payload rating of no less than the following:
 - i. Minimum 100 kg (45.5 lbs) for the driver;
 - ii. Minimum 100 kg (45.5 lbs) for each passenger; and
 - iii. Minimum 20 kg (9.1 lbs) per passenger for luggage (both within the interior compartment of the vehicle and any included storage compartment).

2.7 Dimensions

The vehicle must have the following dimensions:

- (a) Interior headroom height at the interior centreline of no less than 190.5 cm (75 in); and
- (b) Overall exterior width of no less than 243.5 cm (95.9 in).

2.8 Engine

The engine must:

- (a) Operate on ultra-low sulphur diesel fuel;
- (b) Meet current Canadian emission standards;
- (c) Be turbocharged and electronically controlled; and
- (d) Be equipped with a compression brake.

2.8.1 Engine Components

The engine must include:

- (a) A replaceable dry-type air filter that includes a filter restriction gauge mounted inside the vehicle visible to the driver;
- (b) A magnetic drain plug for the oil pan;
- (c) Spin-off replaceable oil and fuel filters;
- (d) Engine coolant for temperatures down to -40°C;
- (e) Exhaust system that clears the body and that is directed away from critical areas such as wiring, storage areas and mud flaps; and

- (f) A cooling system that includes a thermostatically controlled fan.

2.9 Fuel System

The vehicle must:

- (a) Have a fuel tank(s) with a minimum total capacity identified as "FUEL RESERVOIR CAPACITY" in the CONFIGURATION CAPABILITY TABLE; and
- (b) Have the fuel filler cap marked to identify the vehicle fuel type.

2.10 Cold Weather Starting Aids

The vehicle must be equipped with the following:

- (a) A 110-volt coolant block heater of the highest wattage capacity recommended by the engine manufacturer;
- (b) A 110-volt battery blanket;
- (c) A fuel filter/water separator incorporating a thermostatically controlled heater; and
- (d) A cold weather starting fluid injection system or an air intake heater system. If a cold weather starting fluid injection system is installed it must include:
- i. A thermostatically controlled safety shut-off device to prevent the injection of starting fluid into a hot air intake;
 - ii. An easily accessible spin-on starting fluid reservoir, changeable without special tools; and
 - iii. An automatic control, enabling operation only when the starter is engaged.

2.11 Transmission

The vehicle must be equipped with an electronically controlled fully automatic transmission as follows:

- (a) Compatible with the diesel engine provided;
- (b) Requires no driver intervention to start, change speeds, or stop;
- (c) Has a minimum of five (5) forward speeds and one (1) reverse speed;
- (d) Includes a neutral start safety switch;
- (e) Includes an external oil cooler and an oil filter; and
- (f) High Idle Control - Be equipped with an instant release, electrically operated, programmable, electronic high idle control. The high idle control must have safety interlocks that only permit the high idle to engage when the transmission is not in gear and the parking brake is applied. The high idle must disengage when the parking brake is released.

2.12 Steering

The vehicle must be equipped with power assisted steering with a telescopic tilt steering column.

2.13 Brakes

The vehicle brakes must:

- (a) Be the manufacturer's standard hydraulically operated disk brakes incorporating an anti-lock braking system (ABS);

- (b) Include separately actuated parking brakes and
- (c) Meet the provisions of the Canadian Motor Vehicle Safety Regulations (MVSR).

2.14 Wheels and Tires

The vehicle must be equipped with:

- (a) Steel-belted, tubeless radial tires mounted on hub pilot disc wheels that are balanced to preclude wheel shimmy at all vehicle speeds;
- (b) Tires and rims with sufficient load capacity for a vehicle loaded to rated capacity (GVWR);
- (c) Include loose wheel nut indicators on all wheels;
- (d) Tires as follows:
 - i. Highway tires on the front axle; and
 - ii. Mud and snow tires on the rear axle;
- (e) Full-size spare wheel and tire assembly for the front axle stored in a dedicated storage location on the vehicle; and
- (f) Wheel changing tools and hydraulic jack.

2.15 Suspension

The vehicle must be equipped with:

- (a) Heavy duty leaf spring suspension at the front;
- (b) Be equipped with heavy-duty on/off highway air suspension at the rear including:
 - i. Immediate response automatic height control valves;
 - ii. Air pressure dump valve with indicator light, gauge and buzzer controls located in the cab and accessible to the driver; and
 - iii. Rear suspension stabilizers or equivalent;
- (c) Include double acting shock absorbers on all axles.

2.16 Axles

The vehicle must be equipped with a limited slip differential or a traction control system.

2.17 Vehicle Structure

The vehicle structure must:

- (a) Include a galvanised steel frame;
- (b) Provide protection to the occupants in case of an impact from any direction;
- (c) Be reinforced as follows:
 - i. All stress concentration points; and
 - ii. Chassis front and rear towing points and equipment mounting points;
- (d) Walls and Roof as follows:
 - iii. Exterior skin fabricated from aluminum or fibreglass (or an equivalent product as approved by the DND TA);
 - iv. Exterior of skin treated to minimize the infiltration of water into the vehicle; and
 - v. Single piece roof construction;

- (e) Floor as follows:
 - vi. Raised flat design with no protrusions for the wheel wells; and
 - vii. Substructure covered with 199 mm (0.74 in) thick or greater exterior marine grade plywood with sealed edges.

2.18 Cab/Interior

The vehicle must have an cab and interior as follows:

- (a) Windows as follows:
 - i. Tinted front windshield;
 - ii. Tinted side window in the driver's area;
 - iii. Passenger area windows as follows:
 - a. Panoramic transit type windows;
 - b. Sliding "T" style ventilation window above each window except over the point of the vehicle exhaust where no ventilation window is to be provided; and
 - c. At least one window on either side clearly labelled as a push out emergency exit window;
- (b) Doors as follows:
 - i. Driver's door as follows:
 - a. Located on the left hand side of the vehicle for access to the driver area; and
 - b. Include an armrest and power window;
 - ii. Passenger access door as follows:
 - a. Located on the right-hand side of the vehicle for access to the passenger area;
 - b. Double leaf outward opening style as follows:
 - 1. Opening of minimum 2 m (3.3 ft) high and 1 m (3.3 ft) wide;
 - 2. Include thermal pane AS-2 safety glass windows on each door leaf; and
 - 3. Manually or power actuated with the control accessible by a seated driver. Manual actuator must not interfere with engine access cover;
 - c. Include a handrail on the forward side of the access door;
 - iii. Escape hatch as follows:
 - a. Minimum one (1) roof-mounted emergency escape hatch in the passenger area; and
 - b. Minimum opening of 58 cm (23 in) square;
- (c) Floors as follows:
 - i. Non-slip rubber floors and toe boards; and
 - ii. Altro-Storm grey or equivalent;
- (d) Insulation as follows:
 - i. Walls, ceiling and floor insulated with a chemical and flame resistant insulation;
 - ii. Insulated bulkhead to separate the engine and driver/passenger compartment to minimize vibration and noise;
 - iii. Insulation values as follows:
 - a. Minimum R5 over all interior surfaces (except windows and doors); and
 - b. Acoustic insulation to maintain an interior noise level of no greater than 78 dB(A) while the vehicle is travelling at 100 km/h on a level paved road;
 - iv. Sprayed urethane or a non-urethane insulation protected from exposure to moisture;
- (e) Heating, Ventilation and Air Conditioning (HVAC) system as follows:
 - i. Heating system as follows:
 - a. Driver's area heated by the system provided by the vehicle chassis manufacturer;
 - b. Passenger area heated as follows:

1. Forced area heating system located under the seats for each passenger as far forward as possible to minimize the loss of foot room;
 2. Does not in any way cause an obstruction in the aisle;
 3. Heat provided as follows:
 - a. Engine coolant system with a capacity of no less than 16,000 kcal (63,000 BTU); and
 - b. Auxiliary fuel-fired forced-air heating system for use when the engine is shut-down with a capacity of no less than 11,300 kcal (45,000 BTU);
 4. Include a circulation pump, insulated coolant lines and shut-off valves (for engine or system maintenance); and
 5. Include a control switch and temperature control;
- ii. Air conditioning system equipped with an environmentally friendly refrigerant as follows:
- a. Roof mounted; and
 - b. Output (heat rejection) of no less than 17,500 kcal (69,400 BTU);
- (f) Seats as follows:
- i. Driver's seat to include:
 - a. High-back medium to dark coloured upholstered seat;
 - b. Fold-up arm rests;
 - c. Suspension/adjustment as follows:
 1. Air suspension with push button controls using air from the vehicle air system; or
 2. Manufacturer's standard suspension with electric adjustable position and support parameters (i.e., lumbar, tilt, height, etc.);
 - d. Retractable shoulder/lap belt assembly; and
 - e. Seat and position of the seat (including adjustment) must accommodate the 5th to 95th percentile operator;
 - ii. Passenger seating as follows:
 - a. Medium to dark coloured upholstered forward facing double seats (Freedman, feather weight, high back seats with at least Level 5 seat fabric, or equivalent) as follows:
 1. Width of at least 90 cm (35.4 in) for each double seat assembly and 35 cm (17.9 in) for the single center back row seat;
 2. At least 106.5 cm (41.9 in) high from the floor to the top of a lowered headrest; and
 3. Installed with a center distance of at least 81 cm (31.9 in);
 - b. Each passenger provided with a 3 point retractable lap/shoulder belt assembly;
 - c. Reclining seat back for each passenger;
 - d. Include the following:
 1. Aisle and wall pivoting armrests;
 2. Flip-up footrests;
 3. Mesh map pockets on the back of each seat; and
 4. Aisle side grab rails;
- (g) Miscellaneous equipment as follows:
- i. Minimum four (4) common keys that operate all functions including:
 - a. Cab and chassis locks; and
 - b. Ignition and doors;
 - ii. Electric windshield washers;
 - iii. Electric windshield wipers as follows:
 - a. At least two (2) continuous speeds and one (1) intermittent speed; and
 - b. Arctic wiper blades;
 - iv. Fans as follows:

- a. Two (2) adjustable fans to augment the windshield defrost system located as follows:
 - 1. Upper left front corner of the windshield; and
 - 2. Bottom center of the windshield;
- b. Include blade guards;
- v. Two (2) rotating and pivoting interior sun visors;
- vi. Two (2) aerodynamic, heavy-duty, heated, motorized, side mirrors as follows:
 - a. Replaceable glass including:
 - 1. Flat section having an area of at least 60 cm² (9.3 in²) each; and
 - 2. Convex section below the flat section with an area of at least 31 cm² (4.6 in²) each;
 - b. Adjustable from inside the cab; and
 - c. Heated as follows:
 - 1. Activated by an in-cab control; and
 - 2. Replaceable heating elements;
- vii. Interior lights as follows:
 - a. Driver light with a control switch; and
 - b. Individual reading light with its own switch for each passenger;
- viii. Backup camera;
- ix. Coat hooks for the driver and passengers;
- x. Parcel rack in the passenger area as follows:
 - a. Parcel racks strong enough to serve as a support for standing passengers;
 - b. Include mesh netting to retain luggage and parcels stored in the rack; and
 - c. Have rounded corners in all areas necessary for passenger safety;
- xi. AM/FM radio as follows:
 - a. Turns off automatically when the vehicle is turned off;
 - b. Include chassis manufacturer's speakers and minimum four (4) additional speakers in the passenger area; and
 - c. All speakers controlled using volume and fade controls accessible to the driver;
- xii. Two (2) powered USB ports in the center console area; and
- xiii. Coffee cup holders for the driver and passengers.

2.19 Luggage Storage

The vehicle must be equipped with a rear luggage storage as follows:

- (a) Rear vehicle extension of at least 125 cm (49 in) (or an equivalent usable volume);
- (b) Include access doors with exterior grab handles to the luggage compartment at the rear of the vehicle; and
- (c) Include an access step at the rear of the vehicle to ease access to the luggage compartment;

2.20 Controls and Instruments

The vehicle must be equipped with:

- (a) A cruise control system;
- (b) Minimum four (4) knockouts on the dash for additional switches;
- (c) A tachometer;
- (d) An odometer showing cumulative distance in kilometres;
- (e) A coolant temperature gauge with a high coolant temperature indicator in Celsius;

- (f) A transmission temperature gauge with a high transmission temperature indicator in Celsius;
- (g) An oil pressure gauge with a low engine oil pressure indicator;
- (h) A voltmeter or ammeter; and
- (i) A back up alarm with a shut off switch located on the driver's side dash.

2.21 Electrical System

The vehicle must be equipped with manufacturer's standard 12-volt electrical system that includes:

- (a) Alternator with an output of at least that given as "ALTERNATOR" in the CONFIGURATION CAPABILITY TABLE;
- (b) Include a master disconnect switch;
- (c) Wiring protected by insulating grommets where passing through metal;
- (d) Electrical circuits protected with fuses, relays or circuit breakers;
- (e) Interior wiring **NOT** to be encased in the spray foam insulation used in the floor, walls and ceiling to facilitate access for maintenance and repair;
- (f) Exterior wiring sealed to provide protection from the elements; and
- (g) An isolation bar to prevent trickle discharge of the batteries.

2.21.1 Batteries

Heavy duty maintenance free batteries must be provided with a total cold cranking ampere capacity of at least that given as "CCA" in the CONFIGURATION CAPABILITY TABLE.

2.21.2 Lights

The vehicle must be equipped with the following LED lights:

- (a) Headlights;
- (b) Fog lights inset into the front bumper;
- (c) Clearance lights;
- (d) Stop, turn signal, back-up and tail lights;
- (e) Secondary stoplight mounted at the rear center of the bus at eye level or higher;
- (f) Engine compartment light;
- (g) Interior lighting as follows:
 - i. Protected step well light mounted in the right hand front part of the step well that is energised when any door is opened or the interior lights are energised; and
 - ii. Ceiling lamps as follows:
 - a. Minimum five (5) flush mounted, centre aisle, ceiling lamps with switches located on the dashboard; and
 - b. Located to minimize driver glare;
- (h) Beacon light as follows:

- i. Omni-directional beacon, with a dash mounted control switch;
- ii. Mounted on the vehicle body roof or on a higher location so as to provide maximum vehicle visibility; and
- iii. Provides a 360-degree view.

2.22 Miscellaneous Equipment

The vehicle must be equipped with the following miscellaneous equipment:

- (a) Front license plate holder;
- (b) Rear illuminated license plate holder;
- (c) Mud flaps on the front and rear wheels, with the rear mud flaps mounted on angle type spring loaded hangers;
- (d) Recovery tow points at the front and rear of the vehicle with hooks and mountings of sufficient strength to permit the recovery of the fully loaded vehicle; and
- (e) Standard safety package including a fire extinguisher, first aid kit and safety triangles in accordance with MVSR requirements.

2.23 Paint

The following paint procedure must be followed for the vehicle:

- (a) The exterior painted in accordance with the paint manufacturer's recommendations, rendering a durable finish and a smooth appearance free from runs, sag and orange peel;
- (b) The final paint color will be white;
- (c) Non-ferrous metals (e.g., aluminum) anodized where exposed to the environment; and
- (d) A phosphate treatment plus primer or an E-coat system on all ferrous metals, followed by a minimum of one coat of paint and a clear coat.

2.24 Decal Delete

The vehicle must not include any exterior decals that would identify it as a DND/Government vehicle.

2.25 Corrosion Protection System

The following must be provided for the vehicle:

- (a) Aftermarket rust proofing provided in addition to standard factory rust proofing. The treatment date will be directed by the Technical Authority to optimize seasonal rust prevention benefits. If not demanded prior to delivery, a pre-paid certificate authorizing treatment at an aftermarket outlet must be provided with the vehicle;
- (b) Metal surfaces treated with a rust preventive oily film product having the following properties:
 - i. Moisture displacing;
 - ii. Creeping (capillary action);
 - iii. Low solvent content;
 - iv. Compatibility with rubbers, plastics and all other materials used in automotive construction;
 - v. Nontoxic; and
 - vi. Minimal dripping;

- (c) The application includes, but is not limited to, enclosed and boxed-in sections, seams, mouldings, crevices, weld points, underbody and exposed exterior brackets.

Note: The product applied must be a commercial product such as Krown, or Rust Check. A decal and warranty papers must accompany the vehicle.

2.26 Corrosion Resistant Materials

The vehicle must:

- (a) Be provided with stainless steel, zinc plated, hot dipped galvanized or aluminium rivets; and
(b) Be designed to prevent galvanic corrosion.

2.27 Lubricants and Hydraulic Fluids

The axles, transmission and differentials must be lubricated with synthetic non-proprietary lubricants and hydraulic fluids that are suitable for the destination and the season of delivery. Grease fittings provided on the vehicle must conform to SAE J534.

2.28 Warning and Instruction Plates

The vehicle must be equipped with warning and equipment operation instruction plates that are in accordance SAE J115 as follows:

- (a) Bilingual (English and French) format and/or make use of graphic symbols, as much as possible, as defined in SAE J1362; and
(b) Mounted within easy view of a person standing near the location; and/or

2.29 Identification

The following information must be permanently affixed in a conspicuous and protected location:

- (a) The manufacturer's name, model number, vehicle identification number (VIN) and model year; and
(b) The GVWR and GAWR ratings.

2.30 Vehicle Delivery Condition

The vehicle must be delivered to destination in a fully operational condition (serviced and adjusted) and the interior and exterior thoroughly cleaned. For shipment verification, all items such as wheel wrenches, jacks, and all other tools, equipment and accessories, which are shipped loose with the vehicle, must be listed on the shipping certificate or to an attached packing note. The vehicle fuel tank(s) must be at least half full on delivery.

2.31 Training

The Contractor must provide a one (1) day (8 hours) familiarization course in English, at the delivery location, for a maximum of eight (8) DND personnel, no later than one (1) month after delivery of the vehicle on a date as arranged with the DND Technical Authority.. The instruction must be split into two (2) segments of four (4) hours each for operator familiarization and maintainer familiarization, to include the following:

- (a) Operator familiarization:
i. Pre-operating and shutdown procedures;
ii. Detailed operation and normal servicing of the vehicle; and
iii. Daily/weekly operator servicing procedures;
(b) Maintainer familiarization:
i. Sub-systems familiarization including automatic grease system and pre-heaters; and

- ii. All safety measures required for safe vehicle maintenance.

3.0 DELIVERABLE INFORMATION

The Contractor must provide the following:

| Element | Format | TA | Each vehicle |
|---------------------|---------|----|--------------|
| Manuals | Digital | X | X |
| | Paper | | X |
| Warranty Letter | Digital | X | X |
| Data Summary | Digital | X | |
| Photographs | Digital | X | |
| Dimensioned Drawing | Digital | X | X |
| Safety Data Sheet | Digital | X | X |

- (a) Manuals – The following manuals in both hard copy and electronic (MS Word or PDF) bilingual (English and French) format must be provided:
 - i. Operator’s Manual – Vehicle operator’s manual including the following information:
 - a. Instructions for the safe operation of the vehicle;
 - b. Daily operator maintenance instructions/checks (including lubrication);
 - c. Safety warnings; and
 - d. Any other operator familiarity items required;
 - ii. Maintenance (Shop Repair) Manual - A Maintenance (Shop Repair) Manual including the following information:
 - a. Overview and illustrations showing all components of the vehicle including fitted equipment, suspension system and accessories from other manufacturers that are supplied against the requirements of the Contract. The illustrations must have numbers for the itemization of the parts;
 - b. A listing for all itemized parts showing the manufacturer’s part numbers (including Original Equipment Manufacturer’s) of the illustration, the part name and a brief description of the item;
 - c. Cross reference relating all part numbers (including Original Equipment Manufacturer’s) to the correct figure and item number;
 - d. Scheduled preventive maintenance requirements;
 - e. A trouble shooting guide, showing the steps and tests required to determine the exact cause of a problem and an explanation of what steps would be required to correct a problem; and
 - f. A listing of the necessary tolerances, torque levels, fluid volumes required;
 - ii. Fitted Equipment Manuals - OEM user manuals for all fitted equipment;
- (b) Data Summary - Bilingual data summary for each vehicle by completing the Technical Authority’s template;
- (c) Photographs - Photographs of each vehicle delivered to include:
 - i. Photographs in colour, taken against a plain background, and in digital JPEG format with a minimum 10-megapixel resolution;
 - ii. One left front three-quarter view;
 - iii. One right rear three-quarter view; and
 - iv. One three-quarter view of each attachment;
- (d) Dimensioned Drawing – One front-view and one side-view line drawing that give dimensions of vehicle components, sizes, etc. with the vehicle part number and manufacturer’s name; and

- (e) Safety Data Sheet - A list, in digital format, of all hazardous materials used on the vehicle. If there are no hazardous materials used, this must be stated on the list.

**ANNEX B
PRICING SCHEDULE**

The Firm Unit Price(s) include(s) associated specifications, training, and deliverables as per Annex A, Requirement, Delivered Duty Paid (DPP) specified Delivery Point, Incoterms 2010:

| Firm Quantity | | | | | | |
|---------------|---|----------|--|---------------------|-----------------------------|-----------------|
| Item No. | Description | Quantity | Delivery Address | Delivery Date | Make/Model | Firm Unit Price |
| 01 | FORWARD FACING 21 PASSENGER SHUTTLE BUS | 1 | Ashton, ON <i>(complete address to be provided at contract award)</i> | _____ DD/MM/YYYY | | |
| 02 | Training | 1 | Ashton, ON | _____ DD/MM/YYYY | | |
| | | | | | Sub-total | |
| | | | | | Applicable tax (13%) | |
| | | | | | TOTAL | |

| Optional Quantity – Can be exercised within twelve (12) months after contract award | | | | | | |
|---|---|----------|---|---|------------|-----------------|
| Item No. | Description | Quantity | Delivery Address | Delivery Date | Make/Model | Firm Unit Price |
| 01 | FORWARD FACING 21 PASSENGER SHUTTLE BUS | 1 | Within 300km of the National Capital Region <i>(complete address to be provided in the resulting contract amendment)</i> | <i>To be provided once exercised</i> _____ DD/MM/YYYY | | |
| 02 | Training | 1 | To be provided in resulting contract amendment. | <i>To be provided once exercised</i> _____ DD/MM/YYYY | | |
| Sub-total | | | | | | |
| Applicable tax (13%) | | | | | | |
| TOTAL | | | | | | |

Extended Warranty Period

If the warranty period is extended for an additional period of _____ months/calendar days *(to be provided by Bidder)*, the Contractor will be paid a firm unit price of \$_____ *(to be provided by Bidder)* per vehicle/equipment, applicable taxes are extra.

ANNEX C
TECHNICAL INFORMATION QUESTIONNAIRE

SHUTTLE BUS

1.1 Purpose

This Appendix covers technical information to be supplied by each Bidder. This information is required by the Technical Authority for technical assessment of equipment offered.

1.2 Instructions

Bidders will be assessed in accordance with the criteria detailed in this Annex. In the Compliance Matrix (**Error! Reference source not found.**), the Bidder must indicate compliance (Yes/No) for each item and provide a reference (e.g., page number, section, etc.) in the bid where information pertaining to compliance can be found. Note that by circling "No" to any one compliance item may result in the bid being deemed non-compliant and given no further consideration.

PURCHASE DESCRIPTION PARAGRAPHS

The paragraph numbers referenced refer to the paragraphs in the Purchase Description (Annex A) and not to those within this Annex.

| Annex A Para | Description | Compliant Circle One | Bid Reference |
|-----------------|--|-------------------------|---------------|
| 2.1 | Standard Design: Make/Model: Model Year: | Yes / No | |
| 2.2 | Operating Conditions | Yes / No | |
| 2.3.1 | Vehicle Safety Regulations Origin of Manufacture: (Canada or foreign) | Yes / No | |
| 2.3.2 | Hazardous Materials | Yes / No | |
| 2.3.3 | Human Engineering and Safety | Yes / No | |
| 2.4 | Maintainability | Yes / No | |
| 2.5 | Performance: Top Gear Road Speed: Gross Engine Horsepower: | Yes / No | |

| | | | |
|-------|--|----------|--|
| 2.6 | <p>Ratings:</p> <p>Passenger Capacity:</p> <p>Payload (Driver/Passenger):</p> <p>Payload (Luggage):</p> | Yes / No | |
| 2.7 | <p>Dimensions:</p> <p>Interior Headroom Height:</p> <p>Overall Exterior Width:</p> | Yes / No | |
| 2.8 | Engine | Yes / No | |
| 2.8.1 | Engine Components | Yes / No | |
| 2.9 | <p>Fuel System</p> <p>Total Capacity:</p> | Yes / No | |
| 2.10 | <p>Cold Weather Starting Aids</p> <p>Starting fluid injection system or an air intake heater system provided?:</p> | Yes / No | |
| 2.11 | <p>Transmission</p> <p>Forward Speeds:</p> <p>Reverse Speeds:</p> <p>High Idle Control?:</p> | Yes / No | |
| 2.12 | Steering | Yes / No | |
| 2.13 | Brakes | Yes / No | |
| 2.14 | <p>Wheels and Tires</p> <p>Tire Size and Load Rating:</p> <p>Spare Wheel and Tire provided?:</p> | Yes / No | |

| | | | |
|--------|---|----------|--|
| | Wheels changing tools and hydraulic jack provided?: | | |
| 2.15 | Suspension | Yes / No | |
| 2.16 | Axles | Yes / No | |
| 2.17 | Vehicle Structure | Yes / No | |
| 2.18 | Cab/Interior | Yes / No | |
| 2.19 | Luggage Storage | Yes / No | |
| 2.20 | Controls and Instruments | Yes / No | |
| 2.21 | Electrical System | | |
| | Alternator Output: | Yes / No | |
| 2.21.1 | Batteries | | |
| | Combined Cold Cranking Capacity: | Yes / No | |
| 2.21.2 | Lights | Yes / No | |
| 2.22 | Miscellaneous Equipment | Yes / No | |
| 2.23 | Paint | Yes / No | |
| 2.24 | Decal Delete | Yes / No | |
| 2.25 | Corrosion Protection System | Yes / No | |
| 2.26 | Corrosion Resistant Materials | Yes / No | |
| 2.27 | Lubricants and Hydraulic Fluids | Yes / No | |
| 2.28 | Warning and Instruction Plates | Yes / No | |
| 2.29 | Identification | Yes / No | |

Conformance Certificate - If the vehicle and equipment offered do not conform exactly to the requirements of the purchase description, any deviation must be listed below.

If there are no deviations, the Bidder must indicate below by checking the box:

NO DEVIATIONS

Firm Name:

Address:

Bidder Representative:

Title:

Telephone Number:

Signature and Date:

ANNEX D
ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

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