



National Defence

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale

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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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 le Roi 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 indique(s).

Comments - Commentaires

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

By e-mail to: - Par courriel au :
DLP53BidsReceiving.DAAT53Receptiondessoumissions@forces.gc.ca

Attention: - Attention :
Dong Le DLP 5-3-4-2

Title - Sujet Thermogravimetric Analyzer / Analyseur thermogravimétrique	
Solicitation No. N° de l'invitation W8476-246796/A	Date of Solicitation Date de l'invitation 2023-12-13
Address enquiries to: - Adresser toute demande de renseignements à : Dong Le E-Mail Address - Courriel Dong.le@forces.gc.ca	
Destination See herein - Voir aux présentes	

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

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

Delivery requested Livraison demandée See herein - Voir aux présentes	Delivery offered Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date

Solicitation Closes - L'invitation prend fin
At - à : 2:00 PM - 14:00
On - le : 2024-01-25
Time Zone - Fuseau Horaire :
Eastern Standard Time (EST) Heure normale de l'Est (HNE)

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PART 1 - GENERAL INFORMATION

1.1 Requirement

- A. The Department of National Defence (DND) has a requirement to procure one (1) Thermogravimetric Analyzer for delivery to DND – Quality Engineering Testing Establishment, Gatineau, QC. The requested delivery date is on or before 8 weeks after contract award.
- B. The requirement is detailed under the article entitled Requirement of the resulting contract clauses in Part 6.

1.2 Security Requirements

- A. Before award of a contract, the following conditions must be met:
 - (i) The Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (ii) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses; and
 - (iii) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets, or sensitive work sites.
- B. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- C. For additional information on security requirements, Bidders should refer to [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses, and Conditions

A. All instructions, clauses and conditions identified in this document and any of its attachments by number, date, and title are either:

- (i) 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; or
- (ii) Included as attachments.

These documents are incorporated by reference, and they form part of this document as though they were expressly set out here in full.

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](#) (2023-06-08), 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 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 4, is amended as follows:
 - Delete: 60 days
 - Insert: 120 days
- (iv) Section 06, Late bids, is deleted in its entirety.
- (v) Section 07, Delayed bids, is deleted in its entirety.
- (vi) Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, is deleted in its entirety.
- (vii) Section 20, Further information, subsection 2, is deleted in its entirety.

2.1.1 Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; or
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

2.1.2 Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

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.
- C. Due to the nature of the bid solicitation, bids transmitted by Canada Post Corporation's (CPC) Connect service 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 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.
- B. Bidders are requested that the solicitation number (W8476-246796/A) be included in the subject line of any email

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 Improvement of Requirement During Solicitation Period

- A. Should bidders consider that the specifications or Requirement contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

A. Canada requests that Bidders provide their bid in separate 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 e-mail.

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

C. Bidders must demonstrate their compliance with the attachment to Part 4 entitled Evaluation Criteria. of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

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.

3.2.1 Substitutes and Alternatives

A. Bidders may propose substitutes and alternatives where equivalent is indicated in the Annex entitled Requirement.

B. Substitutes and alternatives that are equivalent in form, fit, function, quality and performance as detailed in the Annex entitled Requirement, will be considered for acceptance where the Bidder:

- (i) Clearly identifies a substitute and/or an alternative;
- (ii) Designates the brand name, model and/or part number of the substitute and/or of the product, where applicable;
- (iii) States that the substitute product is fully interchangeable with the item specified in the technical requirement description;
- (iv) Provides complete specifications and brochures, where applicable;
- (v) Provides compliance statements that include technical details showing the substitute and/or the alternative meet all technical requirements specified in the Annex entitled Requirement; and
- (vi) Clearly identifies those areas in the technical requirement description and in the brochures that support the substitute and/or the alternative compliance with the technical requirements.

C. Substitutes and alternatives offered as equivalent in form, fit, function quality and performance will not be considered for acceptance by the Technical Authority if:

- (i) The bid fails to provide all of the information requested to allow the Technical Authority to fully evaluate the equivalency; or
- (ii) The substitute and/or the alternative fail to meet or fail to exceed the technical requirements specified in the technical requirement description.

D. Bidders are encouraged to offer or suggest green products whenever possible.

3.3 Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with the attachment to Part 4 entitled Pricing Schedule.

3.3.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the attachment to Part 3 entitled Electronic Payment Instruments, to identify which ones are accepted.
- B. If the attachment to Part 3 entitled 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.

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, or final amendment, as applicable;
 - (ii) The name of the person(s) and associated contact information (title, mailing address, phone number, and e-mail address) authorized by the Bidder to:
 - (a) Enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
 - (b) Coordinate delivery and follow-up; and
 - (c) Provide after sales service, maintenance, warranty repairs, and a full range of repair parts for the vehicle/equipment offered.
 - (iii) For the article in Part 1 entitled 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 6 - Resulting Contract Clauses.
 - (iv) Any other information submitted in the bid not already detailed.

3.5.1 Delivery Date

- A. Any delivery date offered will not be included in the evaluation.

3.5.1.1 Firm Goods and/or Services

- A. Delivery of the Firm Goods and or Services is requested on or before 8 weeks after contract award. If a longer delivery period is required, the Bidder must submit the best delivery that could be offered, in the form of either a fixed date or a period of time from contract award. Failure to submit a date or time period will be taken as acceptance of delivery within the requested timeframe.

3.5.2 Warranty Period

3.5.2.1 Manufacturer's Standard Warranty Period

- A. 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 component/subassemblies will form part of the proposed contract.

ATTACHMENT 1 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

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

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

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 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 the attachment to Part 4 entitled Evaluation Criteria.

4.1.2 Financial Evaluation

4.1.2.1 Firm Goods and/or Services

- A. The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) destination, Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

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 aggregate evaluated price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

See attached document entitled:

“MANDATORY TECHNICAL EVALUATION CRITERIA Thermogravimetric Analyzer” dated 9 January 2023”.

ATTACHMENT 2 TO PART 4 - PRICING SCHEDULE

1. General

- A. Bidders must submit a Firm Unit Price for each Item.
- B. Bidders are requested to complete the following Pricing Schedule and include it in the bid.
- C. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

2. Firm Goods and/or Services

2.1 Thermogravimetric Analyzer

- A. Pricing must be firm all-inclusive pricing. The Firm Unit Price(s) include(s) associated specifications (equipment, analysis workstation, accessories and consumables), tasks (installation, training, technical support, equipment certification & documentation), warranty. and deliverables (table 4-1 list) as per Annex A, Requirement, Delivered Duty Paid (DDP) specified Delivery Point, Incoterms 2010:

Item	Delivery Point	Quantity Required (A)	Firm Unit Price (B)	Sub-Total (C = A x B)
001	DND, QETE Supply 45 Blvd Sacré Coeur Room C1113, Ramp 7 Gatineau, QC, Canada J8X 1C6 Language training required: English	1	\$	\$
Total (D = sum C)				\$

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

5.1 General

- 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.

5.1.2 Certifications - Contract

- A. Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

5.2 Certifications Required with the Bid

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

5.2.1 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.

5.3 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.

5.3.1 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.

5.3.2 Product Conformance

- A. The Bidder certifies that all equipment proposed conform, and will continue to conform throughout the duration of the contract, to all technical specifications of Annex A, Requirement. This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

Signature of Bidder's Authorized Representative

Date

5.3.3 Contact information for Contractor's representative and After Sale Service

- A. The Bidder is requested to provide the information in Part 6 at 6.5.3 Contractor's Representative and at 6.5.4 After Sales Service.

5.3.4 Bidder Certifies that All Equipment and Software is "Off-the-Shelf"

- A. Any equipment and software bid to meet this requirement must be "off-the-shelf" (unless otherwise stated in this bid solicitation), meaning that each item of equipment and software is commercially available and requires no further research or development and is part of an existing product line with a field-proven operational history (that is, it has not simply been tested in a laboratory or experimental environment). If any of the equipment or software bid is a fully compatible extension of a field-proven product line, it must have been publicly announced on or before the bid closing date. By submitting a bid, the Bidder is certifying that all the equipment and software bid is off-the-shelf.

Signature of Bidder's Authorized Representative Date

5.3.5 Security Requirements – Required Documentation

- A. In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.
- B. Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.
- C. See attached document entitled: Annex D – Contract Security Program

5.3.6 OEM Certification Form

- A. See attached document entitled: ATTACHMENT 1 TO PART 5 - OEM Certification Form

ATTACHMENT 1 to Part 5 – OEM Certification Form

OEM Certification Form	
This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below:	
Name of OEM:	
Signature of authorized signatory of OEM:	
Print Name of authorized signatory of OEM:	
Print Title of authorized signatory of OEM:	
Address for authorized signatory of OEM:	
Telephone no. for authorized signatory of OEM:	
Fax no. for authorized signatory of OEM:	
Date signed:	
Solicitation Number:	
Name of Bidder:	

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 Requirements

- A. The following security requirements (SRCL and related clauses provided by the Contract Security Program) 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).

6.2 Requirement

- A. The Contractor must provide the item detailed under the Requirement at Annex A and the Basis of Payment at Annex B.

6.2.1 Technical Changes, Substitutes, and Alternatives

- A. Any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function, quality and performance to what is being replaced and must be at no additional cost to Canada. Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment will be issued.
- B. Should the Technical Authority not accept the substitute, or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

6.3 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.

6.3.1 General Conditions

- A. 2010A (2022-12-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modification:
- (i) Article 01, Interpretation, definition of "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.

(ii) Article 09, Warranty, subsections 1 and 2 are deleted in their entirety and replaced with the following:

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. The warranty period will be 12 months, after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.
2. 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.

(iii) The 2010A (2022-12-01), General Conditions - Goods (Medium Complexity) is appended with Section 33 - Intellectual Property Infringement and Royalties, as follows:

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications or other documentation); or

- c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - c. take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

6.3.2 Existing Technical Publications – Translation

- A. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable and royalty-free license to translate and reproduce for government use all or any part of the technical publications supplied with the equipment delivered under the Contract. Copyright in the translation made by Canada or by independent contractors engaged by Canada will belong to Canada.

6.3.3 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract:

- A. **4001** (2015-04-01), Hardware Purchase, Lease and Maintenance apply to and form part of the contract.
- B. **4003** (2010-08-16), Licensed Software apply to and form part of the contract with the following modification:
- (i) Article 15 (2008-05-12) Warranty, Paragraph 1 is deleted in its entirety and replaced with the following:

In this section, unless provided otherwise in the Contract, "Software Warranty Period" means a period of twelve (12) months from the date on which the Licensed Software is accepted in accordance with the conditions of the Contract, except for warranty work and any other work that is scheduled under the Contract to be performed after the start of the Software Warranty Period

All other provisions of the warranty section remain in effect.

C. **4004** (2013-04-25) Maintenance and Support Services for Licensed Software, apply to and form part of the contract, with the following modification:

- (i) Software Support Period is five (5) years.

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

A. 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.

6.3.5 Suspension of the work

A. 1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) 23 or 24 of general conditions 2010A.

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

A. All the deliverables must be received on or before the date specified in Annex B of the Contract.

6.4.2 Delivery Point

A. Delivery of the requirement must be made to delivery point specified at Annex B of the Contract.

B. The Contractor must deliver the goods by appointment only. The Contractor is responsible for contacting the Technical Authority in advance of shipping to obtain the contact information for the delivery point. The Contractor or its carrier must arrange delivery appointments by contacting the delivery point. The consignee may refuse shipments when prior arrangements have not been made. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable to pay for additional costs.

6.5 Authorities

6.5.1 Contracting Authority

A. The Contracting Authority for the Contract is:

Name: Dong Le
Position: DLP 5-3-4-2

Address: Department of National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
E-mail: dong.le@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.

6.5.2 Technical Authority

- A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Position: _____
Address: Department of National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario 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.

6.5.3 Contractor's Representative (to be completed by the Bidder)

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

6.5.4 After Sales Service (to be completed by the Bidder)

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

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____
Website: _____

6.6 Payment

6.6.1 Basis of Payment

6.6.1.1 Firm Unit Price

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

6.6.2 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.

6.6.3 Method of Payment

6.6.3.1 Multiple Payments

- A. Canada will pay the Contractor upon completion and delivery of units 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;
 - (ii) all such documents have been verified by Canada; and
 - (iii) the Work delivered has been accepted by Canada.

6.6.4 Electronic Payment of Invoices

- 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) Direct Deposit (Domestic and International);
- (ii) Electronic Data Interchange (EDI) (International only); and
- (iii) Wire Transfer (International Only).

6.7 Invoicing

6.7.1 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 contain or be supported by the applicable documents:
- (i) The serial number
 - (ii) A copy of proof of training
 - (iii) A copy of the release document and any other documents as specified in the Contract
 - (iv) A copy of the monthly progress report

(v) A description of the Work delivered.

C. Invoices must be distributed as follows:

(i) The invoice along with any required supporting documentation must be forwarded to the Contracting Authority for certification and payment at:

Email: dong.le@forces.gc.ca

(ii) By submitting a .pdf copy, the Contractor certifies that the .pdf copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Contracting Authority in its covering e-mail.

6.7.2 Holdback

A. A 10% holdback will apply on any due payment of the following:

(i) Item 001 as per Annex B

B. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous invoice.

C. Release of the 10% holdback is conditional upon receipt and acceptance of all Work under this Contract.

D. Invoicing instructions for the holdback are as detailed in the clause entitled "Invoicing Instructions".

6.8 Certifications and Additional Information

6.8.1 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.

6.9 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**.

6.10 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 Supplemental General Conditions 4001 (2015-04-01), Hardware Purchase, Lease and Maintenance;
- (iii) The Supplemental General Conditions 4003 (2010-08-16) Licensed Software;
- (iv) The Supplemental General Conditions 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- (v) The General Conditions 2010A (2022-12-01), General Conditions - Goods (Medium Complexity);
- (vi) Annex A, Requirement;
- (vii) Annex B, Basis of Payment;
- (viii) Annex C, Security Requirements Checklist; and

- (ix) 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].

6.11 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 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*.

6.12 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.

6.13 Inspection and Acceptance

- A. 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 Requirement 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.

6.14 Post-Contract Award Meeting

- A. Within 10 days of the date of 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 Contracting Authority to review technical and contractual requirements. The Contractor must prepare and distribute the minutes of the meeting within 5 calendar days after the completion of the meeting. The meeting will be held at the Contractor's facility or via teleconference at Canada's discretion at no additional cost to Canada, with representatives of the Contractor and the Department of National Defence.

6.15 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 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.

6.16 Packaging Requirement using Specification D-LM-008-036/SF-000

- A. The Contractor must prepare item number 001 for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.
- B. The Contractor must package item number 001 in quantities of 1 by package

6.17 Material

- A. Material supplied must be new unused and of current production by manufacturer.

6.18 Recall Notices

- A. All recall notices must be forwarded to the Technical Authority identified in this Contract.

6.19 Packaging

- A. 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.

6.20 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 \(ISPM 15\)](https://www.ippc.int/en/core-activities/standards-setting/ispms/) (<https://www.ippc.int/en/core-activities/standards-setting/ispms/>).
- B. Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:
 - (i) D-98-08 - [Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States](http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-98-08/eng/1323963831423/1323964135993) (<http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-98-08/eng/1323963831423/1323964135993>); and
 - (ii) D-13-01 - [Canadian Heat Treated Wood Products Certification Program \(HT Program\)](http://www.inspection.gc.ca/plants/forestry/exports/ht-program/eng/1319462565070/1319462677967) (<http://www.inspection.gc.ca/plants/forestry/exports/ht-program/eng/1319462565070/1319462677967>).

6.21 Assembly/Preparation at Delivery

- A. The Contractor must send a Service Representative to each delivery destination to perform the assembly/preparation on all equipment delivered. Cost to provide this service must be included in the price of each equipment.

6.22 Incomplete Assemblies

- A. The Contractor must not ship incomplete assemblies unless the authorization for such shipment has been obtained from the Technical Authority.

6.23 Delivery of Dangerous Goods/Hazardous Products

- A. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
 - (i) shipping container - in accordance with the [Transportation of Dangerous Goods Act](http://laws-lois.justice.gc.ca/eng/acts/T-19.01/), 1992, c. 34 (<http://laws-lois.justice.gc.ca/eng/acts/T-19.01/>); and

- (ii) immediate product container - in accordance with the *Hazardous Products Act*, R.S., 1985, c. H-3 (<http://laws-lois.justice.gc.ca/eng/acts/H-3/>).

B. The Contractor must provide bilingual Safety Data Sheets, indicating the NATO Stock Number as follows:

- (i) 2 hard copies:
 - (a) 1 copy to be enclosed with the shipment, and
 - (b) 1 copy to be mailed to:

National Defence Headquarters
MGen George R. Pearkes Building
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Attention: DSCO 5-4-2

- (ii) 1 copy sent in any electronic format to the following address: MSDS-FS@FORCES.GC.CA.

- C. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
- D. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial, and municipal laws and by-laws.
- E. The Contractor must contact the consignee (i.e. Supply Depot Traffic Section) at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

6.24 Tools and Loose Equipment

- A. For shipment verification, all items and tools, which are shipped loose with the equipment must be listed on the Inspection Certificate (CF1280) or on an attached packing note.

6.25 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.

6.26 Progress Report

- A. The Contractor must submit monthly report, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.

Each progress report must address the following questions:

- (a) Is the delivery on schedule?
- (b) Is the Contract free of any areas of concern in which the assistance or guidance of Canada may be required?
- (c) Each negative response must be supported with an explanation.

6.27 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.

6.28 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.

6.29 North Atlantic Treaty Organization Codification – Data

1. The Contractor must provide the Department of National Defence (DND), which is the National Codification Bureau (NCB) for Canada, sufficient technical data to permit the Director, Supply Chain Operations (DSCO) to classify, codify and describe new items being introduced into the Canadian Government Cataloguing System.
2. Technical data for each item may include the manufacturer's engineering drawing (minimum level 2), standard, specification and/or data specification sheet (brochure). Regardless of which of these formats is provided, the data must clearly provide the following, as applicable:
 - a. the name and address of the true manufacturer, or Design Control Authority;
 - b. the manufacturer's unique part number;
 - c. the physical characteristics (material, dimensions, tolerances);
 - d. performance data (i.e. functional and operating requirements such as speed, load);
 - e. electrical and/or electronic characteristics;
 - f. mounting requirements;
 - g. special features which contributed to the uniqueness of the item(s);
 - h. the end item application; and, if applicable
 - i. manufacturer's unique bar code number.
3. Technical descriptive data are not required for items that are identified in a Canadian or United States government specification or in a Military Standard which completely describes the item.
4. The Contractor is responsible for advising DND Technical Authority and the NCB (DSCO 5) of any proprietary data or restrictions imposed on the release of its technical data to government entities in Canada or abroad.
5. In the event of disputes regarding the acceptability of technical data submitted by the Contractor, the ruling of the NCB (DSCO) must prevail.
6. The Contractor is ultimately responsible, under the conditions of the Contract, for the provision of the technical data for all of the items identified in the Contract. The Contractor must include the terms of this clause in any subcontracts, to ensure the availability of the technical data to DND and the NCB (DSCO).
7. For end items procured by the Contractor from a subcontractor or supplier, the Contractor must provide the name of the actual manufacturer and their unique identifying part number along with all necessary technical documentation, and their bar code number if available.
8. The Contractor must submit all data to the DND Technical Authority at least sixty (60) days before delivery of the equipment. Items must not be released for shipment unless identified with a NATO Stock Number provided for in the Contract, or unless specifically authorized by the Contracting Authority.

9. The Contractor must contact the DSCO for any further clarification of the codification technical data requirements at:
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
Attention: Director Supply Chain Operations (DSCO)

6.30 Technical publications: Manuals – Contract

- A. The Contractor must provide and clearly label all technical publications required for description, operation, installation, maintenance, and repair of the deliverable end items as follows:
- (i) The Contractor must provide the following publications as existing commercial or foreign government off-the-shelf manuals, in full compliance with the latest issue of C-01-100-100/AG-005, Specification Acceptance of Commercial and Foreign Government Publications as Adopted Publications. The Contractor must deliver the existing manuals to the Technical Authority on or before the delivery date as indicating on annex B Basis of Payment.
- B. The Contractor gives Canada the right to translate and reproduce, for government purposes, any or part of any publication provided under the Contract as existing unilingual commercial manuals.

6.31 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.

6.32 Dispute Resolution Services

- A. The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1 (1) of the Department of Public Works and Government Services Act will, on request of a party, provide a proposal for an alternative dispute resolution process to resolve any dispute arising between the parties respecting the interpretation or application of a term or condition of this contract. The parties may consent to participate in the proposed alternative dispute resolution process and to bear the cost of such process. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

ANNEX A - REQUIREMENT

See attached document entitled:

“Statement of Work (SOW) Thermogravimetric Analyzer, dated 09 Jan 2023”.

ANNEX B - BASIS OF PAYMENT

1. General

A. All prices and costs are in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

2. Firm Goods and/or Services

2.1 Thermogravimetric Analyzer

A. Pricing must be firm all-inclusive pricing. The Firm Unit Price(s) include(s) associated specifications (equipment, analysis workstation, accessories and consumables), tasks (installation, training, technical support, equipment certification & documentation), warranty and deliverables (table 4-1 list) as per Annex A, Requirement, Delivered Duty Paid (DDP) specified Delivery Point, Incoterms 2010:

Item	Delivery Point	Delivery Date	Quantity Required	Make/Model	Firm Unit Price
001	DND, QETE Supply 45 Blvd Sacré Coeur Room C1113, Ramp 7 Gatineau, QC, Canada J8X 1C6 Language training required: English	[Date to be detailed in the resulting contract]	1	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)

ANNEX C - SECURITY REQUIREMENTS CHECK LIST

See attached document entitled SECURITY REQUIREMENTS CHECK LIST (SRCL) - LISTE DE VERIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS).

ANNEX D – CONTRACT SECURITY PROGRAM

See attached document entitled Application for Registration (AFR) for Canadian legal entities.

ANNEX A

Statement of Work (SOW)

Thermogravimetric Analyzer

Customer Control Number: 200513-3995

DND Document #: RDIMS # 6376206

Date: 09 January 2023

Prepared by:

QETE 3-5
Department of National Defence
Quality Engineering Test Establishment
NPB, 45 blvd Sacré Coeur
Gatineau, QC J8X 1C6



NOTICE

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

AVIS

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

1. SCOPE

1.1. Objective

- 1.1.1. The purpose of this Statement of Work (SOW) is to define the technical requirements for a thermogravimetric analyzer (TGA) system.

1.2. Background

- 1.2.1 The Quality Engineering Test Establishment (QETE) is a field unit within the Canadian Armed Forces (CAF) with the mandate to provide the Department of National Defence (DND) and the CAF with specialized, technology-based test and investigative services required to support engineering decisions throughout all phases of materiel acquisition and support. QETE provides technical advice and consultation, material evaluation, investigation and analysis, calibration and measurement, in the domains of mechanical and materials engineering, applied science, electrical engineering, measurement science and imagery.
- 1.2.2 Polymer Materials section of QETE 3-5 group provides comprehensive provision of chemical, physical-chemical, and performance characterization on all polymeric materials used in CAF and DND equipment such as thermoplastics, thermosets, elastomers, rubber, adhesives, sealants, and reinforced plastics and composites. The team also investigates the durability of materials in actual use by carrying out in-use simulation experiments. The group finally gives technical advice on polymeric systems and equipment.

1.3. Terminology

ASTM	American Society for Testing and Materials (officially named ASTM International)
°C	degrees Celsius
CAF	Canadian Armed Forces
CFTOs	Canadian Forces Technical Orders
DND	Department of National Defence (Canada)
CSA	Canadian Standards Association
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers
ISO	International Organization for Standardization
µg, g	micrograms, grams
µL	microliters
NPB	National Printing Bureau
OEM	Original Equipment Manufacturer
QETE	Quality Engineering Test Establishment
SOW	Statement of Work

2. REFERENCE DOCUMENTS

- 2.1. The latest version of the following standards, references and documents apply to this SOW:
- (a) Canadian Electrical Code.
 - (b) ASTM E1582 Standard Test Method for Temperature Calibration of Thermogravimetric Analyzers.
 - (c) ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories.

3. REQUIREMENTS

3.1. Scope of Work

- 3.1.1. QETE has a requirement for a thermogravimetric analyzer (TGA) for the analysis of polymeric materials. The scope of work includes the delivery and commissioning of the equipment at QETE's facilities in Gatineau, Quebec and the delivery of training for scientists and technicians at this location.
- 3.1.2. The Equipment is defined as a thermogravimetric analyzer which must include:
- (a) The thermogravimetric analyzer (TGA);
 - (b) Operating and analysis software;
 - (c) Analysis workstation; and
 - (d) Accessories and consumables.
- 3.1.3. General Requirements:
- 3.1.3.1. All electrical components of the equipment 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.
- 3.1.3.2. The equipment must be powered by a standard 120V/60Hz power outlet.
- 3.1.3.3. The equipment must fit on a laboratory bench top, including any space requirements recommended by the manufacturer to accommodate safe and effective operation of the Equipment (e.g. for airflow and cable attachments), but excluding any space required for the analysis workstation if it is not built into the instrument.
- 3.1.4. The requirements for the TGA include the following physical parameters and performance specifications:
- (a) The TGA must have an autosampler that loads and unloads the sample crucibles.
 - (b) The TGA must heat the sample to 1200°C.
 - (c) The TGA must have a linear heating rate of 20°C per minute or faster.
 - (d) The temperature accuracy of the TGA must be $\pm 1^\circ\text{C}$ or better.
 - (e) The TGA must cool to ambient temperatures from 1200°C in 25 minutes or less.

- (f) The TGA must provide a differential thermal analysis (DTA) signal.
- (g) The TGA must have the functionality to perform temperature calibration by Melting Point determination (ASTM E1582 Procedure A).
- (h) The TGA must have the functionality to perform temperature calibration by Curie Point determination (ASTM E1582 Procedure B).
- (i) The TGA must have dual gas input with control of the flow rate from each gas source.
- (j) The gas flow into the TGA must be controllable through software.
- (k) The TGA must switch gas sources during a test to change the sample atmosphere between inert and oxidative when selected by the operator.
- (l) The balance in the TGA must have a weight capacity of 1 g.
- (m) The resolution of the weight signal must be 1 µg or better.

3.1.5. Environmental requirements:

- 3.1.5.1. Substances listed under the *Prohibition of Certain Toxic Substances Regulations* (SOR/2012-285) must not be incorporated in any part of the equipment.
- 3.1.5.2. Mercury must not be incorporated in any part of the equipment.
- 3.1.5.3. Asbestos must not be incorporated in any part of the equipment.
- 3.1.5.4. Polychlorinated Biphenyls (PCBs) must not be incorporated in any part of the equipment.

3.1.6. Analysis Software requirements:

- (a) The Equipment must include the latest version of the manufacturer's software designed for data acquisition, processing and reporting.
- (b) The software must allow programmable test methods to be created, edited, and saved. The following factors must be customizable for a test method:
 - i. temperature range,
 - ii. temperature profile (setting different heating rates and temperature plateaus),
 - iii. gas source, and
 - iv. gas flow.
- (c) The software must produce real-time graphs of weight and DTA signals as the test is running.
- (d) The software must perform corrections to the data to account for baseline drift and temperature calibration when selected by the operator.
- (e) The software must perform user-customized report generation, data exportation, and comparative analysis of test results against other tests.

3.1.7. Analysis workstation: An analysis workstation must be provided as a separate commercial-off-the-shelf (COTS) desktop computer or portable computer that meets the following requirements:

- (a) The computer must be delivered with the necessary software preloaded and installed.
- (b) The computer Central Processing Unit (CPU) must be X86-64, Intel VT-x/AMD-V, Trusted Platform Module (TPM) chip, Second Level Address Translation (SLAT).
- (c) The computer Basic Input / Output (BIOS) / Unified Extensible Firmware Interface (UEFI) must be TPM 2.0, Virtualization extensions: (Intel's VTx and VTd or AMD's AMD-V and AMD-Vi), SLAT, UEFI 2.3.1, Secure Boot.
- (d) The computer must include Windows 10, Secure configuration (the Contractor must provide, if possible, a BIOS unlocking tool to unlock BIOS passwords that have been lost).
- (e) The computer must include a minimum of 16 GB of Random Access Memory (RAM).
- (f) The computer must include a non-spinning hard disk drive with a minimum capacity of 1 TB (terabyte) SSD/mSATA/NVMe.
- (g) The computer Graphics Processing Unit must be onboard VGA or other video with adapter; HDMI, Mini-HDMI, DisplayPort with VGA or DVI adapter for compatibility.
- (h) The computer must include a minimum of four onboard Universal Serial Bus (USB) ports, including a minimum of one 3.0 onboard port.
- (i) The computer must include a RJ-45 Network Interface that is 100/1000 Ethernet IPv4/IPv6 compatible.
- (j) A USB keyboard must be provided if the workstation is a desktop computer.
- (k) The computer must meet IEEE 802.11 g/n/ac/ax wireless standards.
- (l) A USB optical mouse must be provided.
- (m) The computer software drivers must function with Windows 10.
- (n) The computer must include Trusted Platform Module (TPM) 2.0 Security.
- (o) The computer display monitor (for desktop computer) must be a 23 inch FHD LCD monitor (e.g. HP EliteDisplay E232 23-inch Monitor, or equivalent).
- (p) All cables required to connect the computer to the data collection hardware must be provided.

3.1.8. Accessories and Consumables:

- (a) Reusable sample crucibles must be provided – quantity of 20.
- (b) Melting point standards required to calibrate the temperature reading of the instrument must be provided.
- (c) A Curie point standard required to calibrate the temperature reading of the instrument must be provided.
- (d) All cables, connectors, gas lines, and instrument specific accessories required for a fully functional system must be provided.

3.2. Tasks

3.2.1. Installation

- 3.2.1.1. The Contractor must install the Equipment in DND's facilities in the QETE Applied Chemistry Laboratory in the National Printing Bureau building at 45 Sacré-Coeur Blvd, Gatineau, Québec.
- 3.2.1.2. The Contractor must perform all actions needed to commission the Equipment for operational use by DND staff. Commissioning includes conducting all visual inspections, system checks, tests, on-site calibration and any other activities specified by the manufacturer's standard operating procedures for commissioning new Equipment to ensure that the Equipment will function in accordance with the requirements of this SOW as well as the manufacturer's specifications.
- 3.2.1.3. The installation, levelling, securing, initial start-up, and on-site calibration of Equipment must be performed by the Contractor's authorized factory service representative (FSR).
- 3.2.1.4. The Contractor must supply all tools and supplies needed by the Contractor's FSR to complete the installation, calibration and commissioning, except as otherwise specified herein.
- 3.2.1.5. DND will provide a supply of nitrogen gas for use by the Contractor's FSR for installation and commissioning.
- 3.2.1.6. DND will not facilitate access to the internet for the Contractor. The Contractor must provide their own internet access.

3.2.2. Training – The Contractor must provide the following training services and products:

- 3.2.2.1. Provide up to one day of on-site training in English on the proper calibration, operation, and maintenance of the Equipment for up to three personnel who are experienced scientists with knowledge in thermogravimetric analysis.
- 3.2.2.2. Training will be delivered in the QETE Applied Chemistry Laboratory on the next business day following the successful completion of installation, calibration and commissioning of the Equipment and must include:
 - (a) an overview of the Equipment and safety features;
 - (b) the operation, calibration and maintenance that will be performed by the operator;

- (c) a hands-on tutorial using the delivered Equipment and test scenarios to be provided by QETE; and
- (d) all relevant information/training normally provided to operate the TGA system and applications.

3.2.2.3. The Contractor must provide the following training documentation:

- (a) Training Summary Report that identifies all students who participated in the training, the date and location of the training, and the instructor, and
- (b) Training Certificate for each student that identifies the student's name and organization, the training activity, the date and location of the training, the approved training organization's name, logo, and authorized signature.

3.2.3. Technical Service Support

3.2.3.1. A support service desk function must be provided for the warranty period specified in the Contract, to help Canada in answering questions with respect to the equipment that includes telephone technical support during the Contractor's normal business hours and e-mail technical support with a response within 48 hours excluding weekends and public holidays. Canada must be advised in writing as soon as reasonably possible in the event of safety-related product recalls or advisories, component defects, security vulnerabilities and other events that may adversely affect product performance and/or functionality.

3.2.3.2. All provided proprietary software must be of the most current version and must be provided with a full end-user licence not limited in time, and provided with a backup CD/DVD/USB.

3.2.4. Equipment Certifications

3.2.4.1. Certificate of Calibration – The Contractor must provide a Certificate of Calibration for a traceable calibration for the TGA performed in a laboratory having a quality management system compliant with ISO/IEC 17025.

3.2.4.2. Certificate of Conformance – The Contractor must provide a Certificate of Conformance to attest that the delivered equipment has been manufactured according to the manufacturer's published specifications and has been verified to function as designed. The Certificate must identify the location and date of completion of manufacturing and must be signed by an authorized representative of the manufacturer.

3.2.4.3. Statement of Compliance – The Contractor must provide a Statement of Compliance to attest that the delivered equipment meets the requirements of the Contract. The Statement of Compliance may be provided within the Certificate of Conformance or as a separate document.

3.2.4.4. Statement of Continued Production and Software Support – The Contractor must provide a Statement of Continued Production to attest that the equipment is neither manufacturer-discontinued nor is there an intent by the manufacturer to discontinue the manufacturing of the

equipment within two years. The Statement must also attest that software Maintenance Releases will be delivered in accordance with the terms of the Contract for a Software Support Period of five (5) years following delivery of the Equipment.

3.2.4.5. Equipment Environmental Assessment Report (Appendix 1) – The contractor must prepare and submit an Equipment Environmental Assessment (EEA) for Technical Authority approval. The EEA includes the list of integrated hazardous substances and chemical products incorporated in the equipment design. The EEA must include Safety Data Sheets (SDS) for all hazardous chemical products in accordance with WHMIS 2015 requirements. The Contractor may provide confidential information in a separate document. Note: Proprietary information will be treated with confidentiality.

3.2.5. Equipment Documentation:

3.2.5.1. A User Operations Manual must be provided with the equipment. The User Operations Manual must provide detailed information about the functionality and operation of the equipment and the care, maintenance and calibration/verification steps of the equipment that is normally performed by the user.

3.2.5.2. If a Maintenance Manual has been published by the OEM, then it must be provided with the equipment.

3.2.5.3. All updates to the above documents that impact the operation, maintenance and calibration of the delivered equipment and that are published during the support period specified in the Statement of Continued Production and Support, must be delivered or made available to DND within 30 days of publication.

4. DELIVERABLES

4.1 Deliverables are listed in Table 4-1:

Table 4-1 List of Required Deliverables			
No.	Deliverable Item	Qty	Notes
1	Thermogravimetric Analyzer, including analysis workstation, operating and analysis software, and all cables and gas connections	1	
2	Reusable Ceramic Sample Crucibles	20	
3	Standards for Temperature Calibration by Melting Point	See notes	1 set as defined by the OEM, including at least two standards
4	Standard for Temperature Calibration by Curie Point	1	

Table 4-1 List of Required Deliverables			
No.	Deliverable Item	Qty	Notes
5	On-site Installation and Commissioning Services	1	Within 30 days of equipment delivery, or as mutually agreed by the Contractor and the Technical Authority
6	On-site Training Services	1	1 training session of 1 day duration
7	Certificate of Calibration	1	1 electronic copy by email
8	Certificate of Conformance	1	1 electronic copy by email
9	Statement of Compliance	1	1 electronic copy by email
10	Statement of Continued Production and Software Support	1	1 electronic copy by email
11	Equipment Environmental Assessment Report	1	1 electronic copy by email
12	User Operations Manual	1	1 electronic copy by email or hardcopy
13	Maintenance Manual (if available)	1	1 electronic copy by email or hardcopy

4.2 Format for Documentation

- 4.2.1 Equipment documentation, reports, certificates and compliance statements must be provided in English or French.
- 4.2.2 Equipment documentation and reports may be provided in Contractor format.
- 4.2.3 Unless otherwise specified, certificates and compliance statements may be provided in Contractor format.
- 4.2.4 Document files provided in electronic format must be supplied in searchable PDF file format, unless stated otherwise.
- 4.2.5 Electronic document files must be functional without the requirement for a password, an auto-run installation procedure or an Internet connection.

Appendix 1 to Annex A Statement of Work – Equipment Environmental Assessment Report

DATA ITEM DESCRIPTION (DID)																																			
1. TITLE Equipment Environmental Assessment (EEA) Report			2. IDENTIFICATION NUMBER QETE 3-5 TGA EEA																																
3. DESCRIPTION The EEA Report identifies and documents all integrated hazardous substances and hazardous chemical products in the equipment design.																																			
4. APPROVAL DATE		5. OFFICE OF PRIMARY INTEREST QETE 3-5 Polymer & Textile Science		6. GIDEP APPLICABLE N/A																															
7. APPLICATION/INTERRELATIONSHIP This DID contains content and preparation instructions for the EEA Report as required by the SOW.																																			
8. ORIGINATOR			9. APPLICABLE FORMS N/A																																
10. PREPARATION INSTRUCTIONS																																			
<p>10.1 FORMAT The EEA Report may be completed in the Contractor's format.</p> <p>10.1.1 Title Page</p> <p>a. Equipment Name and NSN (if available) b. Assessment Contact: Name, title and company name of the author of the EEA</p> <p>10.1.2 Tables</p> <p>Table 1 lists the integrated hazardous substances and chemical products that must be identified, if they are incorporated in the equipment design. The hazardous chemical products must have safety data sheets (SDS) which conform to WHMIS 2015*, to be provided in Annex A.</p> <p>* The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard.</p> <p>Table 2 lists the ionizing and non-ionizing radiation sources and batteries.</p> <p>Table 1 Identification of Hazardous Substances and Chemical Products</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Integrated Hazardous Substances</th> <th style="width: 10%;">NSN</th> <th style="width: 15%;">Original OEM Part Number</th> <th style="width: 15%;">Item Description</th> <th style="width: 15%;">Location</th> <th style="width: 20%;">Additional Details</th> </tr> </thead> <tbody> <tr> <td>Arsenic, Cadmium, Chromium VI, Cobalt, Lead, Radioactive metals</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Halocarbons – refrigerant and air-conditioning systems</td> <td></td> <td></td> <td></td> <td></td> <td>Type and weight (kg). Global Warming Potential of Hydrofluorocarbons used for refrigerant applications.</td> </tr> <tr> <td>Mercury and its compounds</td> <td></td> <td></td> <td></td> <td></td> <td>Form of mercury (e.g. liquid, vapour) and weight (mg)</td> </tr> <tr> <td>Polychlorinated Biphenyl (PCBs)</td> <td></td> <td></td> <td></td> <td></td> <td>Form (liquid or solid), quantity (kg), volume (L) and concentration in ppm</td> </tr> </tbody> </table>						Integrated Hazardous Substances	NSN	Original OEM Part Number	Item Description	Location	Additional Details	Arsenic, Cadmium, Chromium VI, Cobalt, Lead, Radioactive metals						Halocarbons – refrigerant and air-conditioning systems					Type and weight (kg). Global Warming Potential of Hydrofluorocarbons used for refrigerant applications.	Mercury and its compounds					Form of mercury (e.g. liquid, vapour) and weight (mg)	Polychlorinated Biphenyl (PCBs)					Form (liquid or solid), quantity (kg), volume (L) and concentration in ppm
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Polychlorinated Biphenyl (PCBs)					Form (liquid or solid), quantity (kg), volume (L) and concentration in ppm																														

Hazardous Chemical Products (SDS Required)	NSN	Original OEM Part Number	Ingredient	Chemical Abstract Service Number (CAS#)	Controls*
Halocarbons – Fire extinguishing systems					
Halocarbons – In aerosol Products					
Paints and related commodities (Chemical Agent Resistant Coating (CARC) – CARC and non-CARC)					
Fire-fighting Foams					
Cleaner and Degreasers					
POLs (Petroleum, Oils, Lubricants)					
Adhesives					
Anti-seize					
Corrosion Inhibitor					
Decontaminant					
Detector Kit Chemical substances					

*Controls: Identify if the substance is regulated under the *Canadian Environmental Protection Act* (CEPA); targeted in Schedule 1, Toxic Substance List under the CEPA and/or subject to the reporting requirements under the National Pollutant Release Inventory (NPRI).

Table 2 Identification of radiation sources and batteries

Categories	NSN	Original OEM Part Number	Item Description	Location*	Additional Details
Non-ionizing radiation					Type of electromagnetic energy (laser, microwave, radio frequency) and strength
Ionizing radiation					Type and quantity or activity level
Batteries					Type

* Identify the system/sub-system where these items are located.

10.1.3 References

List references consulted in the completion of the table (such as Canadian legislation, DND policies and procedures, technical documentation)

Annex A Safety Data Sheets (SDS)

For all hazardous chemical products identified in Table 1, ensure SDS are provided as per WHMIS 2015.

MANDATORY TECHNICAL EVALUATION CRITERIA

Thermogravimetric Analyzer

9 January 2023

The Bid must meet the mandatory requirements specified below. Bidders must provide the necessary documentation to support compliance with the requirements, including technical data sheets, specifications, brochures and/or other relevant technical documentation describing the equipment offered and demonstrating compliancy. Each mandatory technical criterion should be addressed separately and in the order presented below.

No.	Mandatory Technical Criteria	Supporting Evidence Required
M1	The Bidder or the manufacturer must have an established Environmental Management System (EMS) which is consistent with the principles presented in ISO 14001. The Bidder or the manufacturer must have a formalized set of procedures and control measures in place to demonstrate environmental compliance and minimize environmental impact of the work.	The Bidder must provide a copy of a valid ISO 14001 Certification for the Bidder or the manufacturer, or provide a description of the Bidder's or the manufacturer's Environmental Management System that demonstrates that formalized procedures and control measures are in place to minimize the environmental impact of the work performed by the company.
M2	The Bidder must provide supporting evidence in their proposal to demonstrate that their proposed solution meets the mandatory requirements specified in the Mandatory Requirements Compliancy Matrix.	The Bidder should complete the Mandatory Requirements Compliancy Matrix.

Mandatory Requirements Compliancy Matrix

Bidders should provide a description of how the requirement is met or provide a reference to their technical proposal where information can be found that clearly shows how the requirement is met by the proposed solution. Where the Bidder's technical documentation does not clearly demonstrate that the equipment offered will meet a specific requirement, the Bidder must provide additional descriptions of how the requirement will be met by the proposed solution.

No.	Mandatory Technical Criteria	Proposal Reference or Description
3.	REQUIREMENTS	
3.1.4.	The requirements for the TGA include the following physical parameters and performance specifications:	
(a)	The TGA must have an autosampler that loads and unloads the sample crucibles.	
(b)	The TGA must heat the sample to 1200°C.	

No.	Mandatory Technical Criteria	Proposal Reference or Description
(c)	The TGA must have a linear heating rate of 20°C per minute or faster.	
(d)	The temperature accuracy of the TGA must be ±1°C or better.	
(e)	The TGA must cool to ambient temperatures from 1200°C in 25 minutes or less.	
(f)	The TGA must provide a differential thermal analysis (DTA) signal.	
(g)	The TGA must have the functionality to perform temperature calibration by Melting Point determination (ASTM E1582 Procedure A).	
(h)	The TGA must have the functionality to perform temperature calibration by Curie Point determination (ASTM E1582 Procedure B).	
(i)	The TGA must have dual gas input with control of the flow rate from each gas source.	
(j)	The gas flow into the TGA must be controllable through software.	
(k)	The TGA must switch gas sources during a test to change the sample atmosphere between inert and oxidative when selected by the operator.	
(l)	The balance in the TGA must have a weight capacity of 1 g.	
(m)	The resolution of the weight signal must be 1 µg or better.	



**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 DND	2. Branch or Directorate / Direction générale ou Direction Quality Engineering Test Establishment (QETE)
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
Purchase, delivery, installation, testing, commissioning and training for scientific equipment (thermogravimetric analyser) at QETE
Delivery Address: DND, QETE Supply, NPB Building, 45 Blvd Sacré Coeur, Room C1113, Ramp 7/8, Gatineau, QC, J8X 1C6

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

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. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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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"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Special comments:
Commentaires spéciaux : Contractor personnel to work onsite in operational zone to perform equipment installation and training.

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Security Program (CSP) Application for Registration (AFR) for Canadian legal entities

Instructions for completing the application

General Instructions

- This form is used for registering Canadian legal entities **ONLY**. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](#) for more information on the security screening process.
- This form and all supporting documentation requested 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 or rows to the table as required.
- **Note** that all fields are mandatory unless specified as optional

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.

Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized and existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial 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.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided.
 - **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 information to substantiate this "Type of Organization" selection:
 - Stock exchange identifier (if applicable);
 - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
 - Ownership structure chart is mandatory
 - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status, ie. partnership agreement;
 - Provincial partnership name registration (if applicable);
 - Ownership structure chart
 - **Sole proprietor** refers to the owner of a business who acts alone and has no partners. Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document.
 - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status such as acts, charters, bands, etc.
 - Ownership structure chart and management structure chart



- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
 - an employee of the organization;
 - physically located in Canada;
 - a Canadian citizen*; and
 - security screened at the same level as the organization (in some cases alternates may require a different level).

*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.

Section C - Officers

- Your organization must list **all** the names and position titles of all owners, any officers, executives and/or partners, authorized signatories who occupy positions of control or influence over the company. (not just those who have day to day control or influence). A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.

Operations (By virtue of their title, officials of a company who occupy one or more of the following positions):

- Individuals that occupy a management position, such as:
 - President
 - C-suite of officers
 - Chief Executive Officer
 - Chief Operating Officer
 - Chief Financial Officer
 - Chief Information/Technical Officer
 - Chief Human Resources Officer
 - Vice-presidents
 - Managing directors
 - Managing partners
 - Legal council
 - General partners (of a limited partnership)
- All Directing Minds: A directing mind is anyone that is delegated the governing executive authority of a corporation, by the board of directors

Note: The CSO must report to a designated KSO on all security matters.

- 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.



- **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 state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section D - Board of Directors

- List **all** members of your organization's board of directors, including the chairperson, (potential alternatives if no chairperson exists), secretary, treasurer and managing partners. Add additional rows to the section or on a separate page if required.
- 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.
- **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 state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section E - Ownership Information (Direct, Intermediate, Ultimate parents)

- For the purposes of the CSP, the following interpretations are applicable:
 - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner's name regardless of the percentage owned.
 - **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** refers to a company 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 F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

Section G - Certification and Consent

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



Application for Registration (AFR) for Canadian legal entities Form

Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. 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 in accordance with the Policy on *Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the *Privacy Act* and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at tpsgc.vieprivee-privacy.pwgsc@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

Section A - Business Information

Organization number

Legal name of the organization

Business or trade name (if different from legal name)

Type of organization

Indicate the type of organization and provide the required validation documentation (select one only)

Sole proprietor Partnership Corporation Other (specify)

Type of Corporation (only applies for Corporation): Private Public

Other (specify other type of organization): _____

Provide a brief description of your organization's general business activities.

Procurement Business Number (PBN) (if applicable)

Self-identify as a diverse supplier (provide profile)

Business civic address (head office)

Civic address

City/Town

Province/Territory

Postal code

Principal place of business (if not at head office)

Civic address

City/Town	Province/Territory	Postal code
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Mailing address (if different from business civic address)

Post office box or civic (street) address

City/Town	Province/Territory	Postal code
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Organization website (if applicable)

Telephone number	Facsimile number
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Number of employees in your organization or corporate entity:

Number of employees requiring access to protected/classified information/assets/sites:

Section B - Security Officers

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below. Add additional rows or attachments as needed if there is not enough space allotted.

Company Security Officer (CSO)

Surname	Given name
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Position title within your organization

Email address (where the CSP will send correspondence)

Alternate Company Security Officer (ACSO)

Site number	Surname	Given name
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Position title within your organization

Email address (where the CSP will send correspondence)

For Document Safeguarding Capability (DSC) - Active sites ONLY:

Site number	Document Safeguarding (DSC) security levels
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Civic address

City/Town	Province/Territory	Postal code
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Section C - Officers (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures.

Officer

Position title within your organization

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

Section D - List of Board of Directors

Add additional rows or attachments as needed.

Board of Director

Position title on the Board

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

Section E - Ownership Information

Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

Note: The organization structure chart with percentages of ownership must be included with your submission

Section E-1 - Ownership Level 1 (direct ownership)

Add additional rows or attachments as needed.

Ownership - Level 1 (Direct Parent)

Name of organization or individual

Address

Civic address

City/Town	Province Territory/State
Country	Postal/Zip code

Type of entity (e.g. private or public corporation, state owned)

Sole proprietor Partnership Corporation Other (specify)

Type of Corporation (only applies for Corporation): Private Public

Other (specify other type of entity):

Stock exchange identifier (if applicable)

Facility Security Clearance (FSC): <input type="radio"/> Yes <input type="radio"/> No	Percentage of ownership	Country of jurisdiction or citizenship
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Section E-2 - Ownership Level 2

If there is any additional ownership for the names listed in the previous section (E-1) please select "Applicable" and provide the information below. If not, please select "Not Applicable" and move to section F.

Not applicable Applicable

Ownership of entries listed in E-1 (Level 2)

Name of direct owner from E-1

Name of organization or individual

Address

Civic address

City/Town	Province Territory/State
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Country	Postal/Zip code
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Type of entity (e.g. private or public corporation, state owned)

Sole proprietor Partnership Corporation Other (specify)

Type of Corporation (only applies for Corporation): Private Public

Other (specify other type of entity):

Stock exchange identifier (if applicable)

Facility Security Clearance (FSC): <input type="radio"/> Yes <input type="radio"/> No	Percentage of ownership	Country of jurisdiction or citizenship
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Section E-3 - Ownership Level 3

If there is any additional ownership for the names listed in the previous section (E-2) please select "Applicable" and provide the information below. If not, please select "Not Applicable" and move to section F.

Not applicable Applicable

Ownership of entries listed in E-2 (Level 3)

Name of direct owner from E-2

Name of organization or individual

Address

Civic address

City/Town	Province Territory/State
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Country	Postal/Zip code
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Type of entity (e.g. private or public corporation, state owned)

Sole proprietor Partnership Corporation Other (specify)

Type of Corporation (only applies for Corporation): Private Public

Other (specify other type of entity):

Stock exchange identifier (if applicable)

Facility Security Clearance (FSC):

Yes No

Percentage of ownership

Country of jurisdiction or citizenship

Section E-4 - Ownership Level 4

If there is any additional ownership for the names listed in the previous section (E-3) please select "Applicable" and provide the information below. If not, please select "Not Applicable" and move to section F.

Not applicable Applicable

Ownership of entries listed in E-3 (Level 4)

Name of direct owner from E-3

Name of organization or individual

Address

Civic address

City/Town

Province Territory/State

Country

Postal/Zip code

Type of entity (e.g. private or public corporation, state owned)

Sole proprietor

Partnership

Corporation

Other (specify)

Type of Corporation (only applies for Corporation): Private

Public

Other (specify other type of entity):

Stock exchange identifier (if applicable)

Facility Security Clearance (FSC):

Yes No

Percentage of ownership

Country of jurisdiction or citizenship

Section E-5 - Ownership Level 5

If there is any additional ownership for the names listed in the previous section (E-4) please select "Applicable" and provide the information below. If not, please select "Not Applicable" and move to section F.

Not applicable Applicable

Ownership of entries listed in E-4 (Level 5)

Name of direct owner from E-4

Name of organization or individual

Address

Civic address

City/Town

Province Territory/State

Country	Postal/Zip code
Type of entity (e.g. private or public corporation, state owned)	
<input type="radio"/> Sole proprietor <input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/> Other (specify)	
Type of Corporation (only applies for Corporation): <input type="radio"/> Private <input type="radio"/> Public	
Other (specify other type of entity):	
Stock exchange identifier (if applicable)	
Facility Security Clearance (FSC): <input type="radio"/> Yes <input type="radio"/> No	Percentage of ownership Country of jurisdiction or citizenship

Section F - Justification (for renewing Organizations)

Add additional rows or attachments as needed.
Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Justification

Contract, lease, SA, SO, etc. number	Client / contracting authority
Security type and level	Expiry date (YYYYMMDD):

Section G - Certification and Consent

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application 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 my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in legal name, security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name	
Position title		
Telephone number	(extension number if any)	Facsimile number
Email address		
Signature		Date (YYYYMMDD)

For use by the PSPC'S Contract Security Program

Recommendations

Recommended by e-signature	Approved by e-signature
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