



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

National Defence Headquarters
Attn: Myriam Zakaib DLP 9-2-2
Myriam.Zakaib@forces.gc.ca

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté 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).

Solicitation Closes | L'invitation prend fin

At – à : 14h00 | 2 :00 PM EDT

On - le :19 March 2024 | 19 mars 2024

Title/Titre Automatic Distillation Unit Appareil de distillation automatique		Solicitation No – N° de l'invitation W8486-249542/A
Date of Solicitation – Date de l'invitation 16 February 2024 16 février 2024		
Address Enquiries to – Adresser toutes questions à Myriam Zakaib Myriam.Zakaib@forces.gc.ca		
Telephone No. – N° de telephone 343-572-4864	FAX No – N° de fax N/A	
Destination Department of National Defence C/O QETE Warehouse 819-997-1706 45 Sacré-Coeur Blvd, Gatineau, QC, J8X 1C6		

Instructions:

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

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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS	3
1.4 TRADE AGREEMENTS	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 ELECTRONIC SUBMISSION OF BIDS.....	5
2.3 ENQUIRIES - BID SOLICITATION.....	5
2.4 APPLICABLE LAWS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS REQUIRED WITH THE BID	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	8
PART 6 - RESULTING CONTRACT CLAUSES	8
6.1 SECURITY REQUIREMENTS	8
6.2 STATEMENT OF WORK.....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT	10
6.5 AUTHORITIES	10
6.6 PAYMENT	11
6.7 INVOICING INSTRUCTIONS	11
6.8 CERTIFICATIONS	12
6.9 APPLICABLE LAWS.....	12
6.10 PRIORITY OF DOCUMENTS	12
6.11 DEFENCE CONTRACT	12
6.12 INSURANCE	12
6.13 PACKAGING REQUIREMENT.....	12
6.14 QUALITY ASSURANCE.....	13
6.15 FOREIGN NATIONALS.....	13
6.16 INSPECTION AND ACCEPTANCE.....	13
ANNEX A STATEMENT OF WORK.....	14
ATTACHMENT 1 TO ANNEX A – MANDATORY TECHNICAL CRITERIA.....	22
ANNEX B – PRICING SCHEDULE	25
ANNEX C – ELECTRONIC PAYMENT INSTRUMENTS	29
ANNEX D – SECURITY REQUIREMENTS CHECK LIST	30
ANNEX E – APPLICATION FOR REGISTRATION (AFR) FOR CANADIAN LEGAL ENTITIES	34

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses.
 - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses;
3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), and the Canada–Korea Free Trade Agreement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2023-06-08) Standard Instructions – Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

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

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

- d) Section 06, Late Bids, Is deleted in its entirety;
- e) The text under Section 07, Delayed Bids, is deleted in its entirety.
- f) Subsection 1 of Section 08, Transmission by Facsimile, is deleted in its entirety.
- g) 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.

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 Electronic Submission of Bids

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid 1 soft copy (PDF)

Section II: Financial Bid 1 soft copy (PDF)

Section III: Certifications 1 soft copy (PDF)

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

Bidders may use Attachment 1 to Part 3 to indicate their prices. If Bidders choose to use Attachment 1 to Part 3 to indicate their prices, Bidders must include Attachment 1 to Part 3 in their financial bid.

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid as follows:

Bidders must submit firm prices, Delivered Duty Paid (DDP) at 45 Blvd Sacré Coeur Gatineau, Québec J8X 1C6 Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Bids must be submitted in Canadian dollars.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

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

4.1.1.1 Mandatory Technical Criteria

The mandatory technical evaluation criteria are detailed in Attachment 1 to Annex A.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) 45 Blvd Sacré Coeur Gatineau, Québec J8X 1C6 Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website

(<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the *requirements of the Contract Security Program* of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information 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 extensions 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), 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.

See Annex E for the APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities form.

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

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Bidder must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program(CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Bidder 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/Bidder 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 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2022-12-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

- a. Definition of Minister is modified as follows:

"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.

- b. Subsection 5 of the General Conditions are amended as follows:

Delete:

5. The Contractor must maintain such records at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later.

Insert:

5. The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to one year after delivery and installation [date to be inserted after delivery and installation] inclusive.

6.4.2 Delivery Date

All the deliverables must be received within 8 weeks of contract award.

6.4.3 Option to Extend the Contract

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.4.4 Shipping Instructions

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

Incoterms 2010 "DDP Delivered Duty Paid" 45 Blvd Sacré Coeur Gatineau, Québec Canada J8X 1C6.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Myriam Zakaib DLP 9-2-2
Department of National Defence
Directorate: Directorate of Land Procurement
Address: National Defence Headquarters
101 Colonel By Drive
Ottawa, ON, K1A 0K2
Telephone: 343-572-4864
E-mail address: Myriam.Zakaib@forces.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: *to be inserted at contract award*
Department of National Defence
Organization: QETE
Address: National Defence Headquarters
101 Colonel By Drive
Ottawa, ON, K1A 0K2

Telephone: *to be inserted at contract award*
E-mail address: *to be inserted at contract award*

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of 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

The Contractor's Representative for the Contract is:

Name: *to be inserted at contract award*
Title:
Organization:
Address:

Telephone:
E-mail address:

6.6 Payment

6.6.1 Basis of Payment

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

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

6.6.2 Limitation of Price

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

6.6.3 Single Payment

SACC Manual Clause H1000C (2008-05-12), Single Payment

6.6.4 Electronic Payment of Invoices – Contract

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

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

6.7 Invoicing Instructions

5. 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.

6. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications

6.8.1 Compliance

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

6.8.2 Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- a) The Articles of Agreement;
- b) The General Conditions 2010A (2022-01-28) General Conditions – Goods, Medium Complexity;
- c) Annex A, Statement of Work;
- d) Annex B, Pricing Schedule
- e) Annex C, Electronic Payment Instructions
- f) Annex D, Security Requirements Check List;
- g) The Contractor's bid dated *[to be inserted at contract award]*

6.11 Defence Contract

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

6.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.13 Packaging Requirement

The Contractor must prepare item number(s) 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14 for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package item number(s) 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14 in quantities of one (1) by package.

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

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

SACC Manual clause [D2025C](#) (2017-08-17), Wood Packing Materials

6.14 Quality Assurance

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

6.15 Foreign Nationals

SACC Manual clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

6.16 Inspection and Acceptance

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

ANNEX A STATEMENT OF WORK

ANNEX A

Statement of Work (SOW)

Automatic Distillation Unit

Customer Control Number: 230127-6343

DND Document Number: RDIMS # 6593546

Date: 07 February 2023

Prepared by:

QETE 3-3
Department of National Defence
Quality Engineering Test Establishment
National Printing Bureau, 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 an automatic distillation unit (ADU) that will be used to test petroleum products delivered to the Department of National Defence.

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 QETE is the Technical Authority for Fuels and Lubricants for the Canadian Army and Royal Canadian Air Force (RCAF) which includes the activity of tactical fluids (RCAF) and fuels and lubricants (Canadian Army). This group provides technical direction and support to the development, acquisition, upgrade or disposal of petroleum products, associated products and related facilities and support of contractor quality control systems.

1.3. Terminology

ADU	Automatic Distillation Unit
ASTM	American Society for Testing and Materials (officially named ASTM International)
CAF	Canadian Armed Forces
CGSB	Canadian General Standards Board
CSA	Canadian Standards Association
DND	Department of National Defence (Canada)
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
NPB	National Printing Bureau
OEM	Original Equipment Manufacturer
PTFE	Polytetrafluoroethylene
QETE	Quality Engineering Test Establishment
SOW	Statement of Work
UL	Underwriters Laboratory

2. REFERENCE DOCUMENTS

- 2.1. The latest version of the following standards, references and documents apply to this SOW:
- (a) Canadian Electrical Code.
 - (b) ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories.
 - (c) ASTM D86 – Standard Test Method for Distillation of Petroleum Products and Liquid Fuels at Atmospheric Pressure

3. REQUIREMENTS

3.1. Scope of Work

- 3.1.1. QETE has a requirement for an automatic distillation unit for the testing of gasoline products delivered to the Department of National Defence. The scope of work includes the delivery, installation 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 an automatic distillation unit which must include:
- (a) automatic distillation unit instrument;
 - (b) a transformer, if required to operate from the available power supply;
 - (c) accessories; and
 - (d) operating and analysis software.
- 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. Accordingly, electrical components of the equipment must be Canadian Standards Association (CSA) or Underwriters Laboratory (UL) compliant and must include a CSA or cUL certification mark applicable to Canada on a sticker on the delivered item(s).
- 3.1.3.2. The equipment must operate with full functionality from one of the following available building mains power supplies:
- (a) 110-120V/60Hz/15A/single phase; or
 - (b) 208-220V/60Hz/15A/single phase; or
- 3.1.3.3. If a transformer is needed to convert the power from one of the mains power supplies, to the power required for the equipment as specified by the manufacturer, then the Contractor must provide the transformer as a deliverable under the Contract and install the transformer as part of the equipment installation.
- 3.1.3.4. 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).
- 3.1.3.5. The ADU instrument must be a standalone turnkey instrument with the operating and analysis software and hardware built into the instrument and without the need to connect to an external computer.
- 3.1.3.6. The ADU instrument must be manufactured in conformance with ASTM D86.
- 3.1.3.7. All cables, connectors and instrument specific accessories required for a fully functional system must be provided.
- 3.1.4. Performance Requirements:
- 3.1.4.1. The ADU must perform automatic distillation of groups 1, 2, 3 and 4 at atmospheric pressure as specified and described in ASTM D86.
- 3.1.4.2. The ADU must display and report temperature reading to the nearest 0.1°C.
- 3.1.4.3. The ADU must display and report volumetric reading to the nearest 0.1 ml.

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- 3.1.4.4. The ADU must display and report observed vapour temperatures (as per ASTM D86 paragraph 4.3) automatically corrected for barometric pressure.
 - 3.1.4.5. The ADU pressure measuring device must have an accuracy of 0.1 kPa or better.
 - 3.1.4.6. The ADU must have a vapour temperature sensor (Pt-100, IEC 751 Class A) that includes an automatic emergent stem correction.
 - 3.1.4.7. The ADU must store a minimum of 100 test results.
 - 3.1.4.8. The ADU must export the test results in either PDF, .doc or .xls format to an external storage device (e.g. USB memory stick, laptop computer, external hard drive).
 - 3.1.4.9. The ADU must automatically detect the dry point.
 - 3.1.4.10. The ADU must prepare a 10% bottom residue automatically or the ADU must provide the functionality for the analyst to manually stop the program at 88% recovery.
 - 3.1.4.11. The ADU must have an automatic fire suppression system.
 - 3.1.5. Operating and Analysis Software Requirements:
 - 3.1.5.1. The equipment must include the latest version of the manufacturer's software for data acquisition, processing, analysis and reporting.
 - 3.1.5.2. The software must control the automatic distillation unit setup, calibration and operations.
 - 3.1.5.3. All provided proprietary software must be provided with a full end-user licence not limited in time, and provided with a backup CD/DVD disk(s)/USB.
 - 3.1.6. The Contractor must provide the following accessories with the delivered equipment:
 - (a) Flask support board with a hole of 38 mm diameter (quantity of 2)
 - (b) Flask support board with a hole of 50 mm diameter (quantity of 2)
 - (c) 125 ml distillation flask (quantity of 4)
 - (d) 200 ml distillation flask (quantity of 2)
 - (e) 100 ml receiving cylinder (quantity of 2)
 - (f) Spare Pt-100 temperature sensor with cable and plug (quantity of 1 spare, in addition to the installed Pt-100 temperature sensor)
 - (g) Spare dry point detection sensor for 125 ml distillation flask (quantity of 1 spare, in addition to the installed dry point detection sensor)
 - (h) PTFE centering stopper for 125 mL flask (quantity of 1)
 - (i) PTFE centering stopper for 200 mL flask (quantity of 1)
 - (j) Flask shoulder connection to condenser tube (quantity of 2)
 - (k) Condenser tube cleaning kit (quantity of 1)
 - (l) Standard precision resistance bench for performing a calibration as described in ASTM D86, section 9 (quantity of 1)

3.2. Tasks

3.2.1. Installation and Commissioning

- 3.2.1.1. The Contractor must install the equipment in DND's facilities in the QETE Applied Science 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 representatives (FSRs).
- 3.2.1.4. The Contractor must supply all calibrant(s), tools and supplies needed by the Contractor's FSRs to complete the installation, calibration and commissioning. DND will provide sufficient quantities of certified reference materials for the purposes of installation and commissioning.
- 3.2.1.5. The Contractor must provide their own internet connection if required for installation or training.

3.2.2. Training:

- 3.2.2.1. The Contractor must provide four hours of on-site training in English for up to four experienced scientists with knowledge in petroleum products analysis equipment and applications.
- 3.2.2.2. The on-site training is expected to occur in the afternoon on the same day as the on-site installation occurs, but may occur on the following business day if the Contractor does not complete the installation and commissioning of the equipment before 1:00 PM.
- 3.2.2.3. The training must include:
 - (a) an overview of the equipment and safety features;
 - (b) the operation, calibration and maintenance that will be performed by the operator; and
 - (c) a tutorial using the delivered equipment and test samples to be provided by QETE. DND will provide sufficient quantities of certified reference materials for the purposes of training.

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 DND 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.
- 3.2.3.2. DND 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.

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- 3.2.3.3. Optional Preventive Maintenance and Calibration Services – DND may require on-site annual preventive maintenance and calibration services at QETE's facilities in Gatineau, Québec. If the option is exercised, preventive maintenance must:
- (a) include tests, measurements, adjustments, and parts replacement, as recommended by the equipment manufacturer for preventive maintenance; and
 - (b) include equipment calibration in accordance with the manufacturer's recommendations for periodic calibration.
- 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 automatic distillation unit performed by 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 ten years following delivery of the equipment.
- 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 the manufacturer has created a Calibration Manual for the automatic distillation unit, then the Calibration Manual must be provided with the equipment.
- 3.3. Constraints
- 3.3.1. All on-site work to deliver, install, test, and commission the equipment; to provide maintenance services; and to train DND personnel must be performed during normal business hours (Monday to Friday, 08:00 to 17:00, public holidays excluded).
- 3.3.2. The Contractor must submit a Request for Visit (RFV) to the PSPC Contract Security Program for all personnel working on-site and receive approval for the visit prior to the scheduled date of the visit.

4. DELIVERABLES

4.1 Deliverables are listed in Table 4-1 and Table 4-2:

Table 4-1 List of Required Deliverables			
No.	Deliverable Item	Qty	Notes
1	Automatic Distillation Unit, including installed Pt-100 temperature sensor, dry point detection sensor, and operating and analysis software	1	
2	Installation and Commissioning Services	1	
3	Training Services	1	4 hours of on-site training
4	Flask support board with a hole of 38 mm diameter	2	
5	Flask support board with a hole of 50 mm diameter	2	
6	125 ml distillation flask	4	
7	200 ml distillation flask	2	
8	100 ml receiving cylinder	2	
9	Spare Pt-100 temperature sensor with cable and plug	1	
10	Spare dry point detection sensor for 125 ml distillation flask	1	
11	PTFE centering stopper for 125 mL flask	1	
12	PTFE centering stopper for 200 mL flask	1	
13	Flask shoulder connection to condenser tube	2	
14	Condenser tube cleaning kit	1	As defined by the manufacturer
15	Standard precision resistance bench	1	
16	Certificate of Calibration	1	1 electronic copy by email
17	Certificate of Conformance	1	1 electronic copy by email
18	Statement of Compliance	1	1 electronic copy by email
19	Statement of Continued Production and Software Support	1	1 electronic copy by email
20	User Operations Manual	1	1 electronic copy by email
21	Calibration Manual (if document has been created by the manufacturer)	1	1 electronic copy by email

Table 4-2 List of Optional Deliverables			
No.	Deliverable Item	Qty	Notes
1	On-site Preventive Maintenance and Calibration Services – Option Year 1	1	Including labour, parts, shipping of parts, and travel.
2	On-site Preventive Maintenance and Calibration Services – Option Year 2	1	Including labour, parts, shipping of parts, and travel.
3	On-site Preventive Maintenance and Calibration Services – Option Year 3	1	Including labour, parts, shipping of parts, and travel.
4	On-site Preventive Maintenance and Calibration Services – Option Year 4	1	Including labour, parts, shipping of parts, and travel.
5	On-site Preventive Maintenance and Calibration Services – Option Year 5	1	Including labour, parts, shipping of parts, and travel.

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.

ATTACHMENT 1 To Annex A – Mandatory Technical Criteria

MANDATORY TECHNICAL EVALUATION CRITERIA

Automatic Distillation Unit

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.

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

Where *Provide Statement of Compliance* is indicated for the Bidder’s response, Bidders must commit to complying with the requirement during the performance of the work. Bidders may indicate "Yes" in the Compliant column, which will be a commitment to comply, or they may provide a statement committing to comply.

SOW Reference Paragraph	Mandatory Technical Criteria	Compliant		Proposal Reference or Description
		Yes	No	
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. Accordingly, electrical components of the equipment must be Canadian Standards Association (CSA) or Underwriters Laboratory (UL) compliant and must include a CSA or cUL certification mark applicable to Canada on a sticker on the delivered item(s).	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.3.2.	The equipment must operate with full functionality from one of the following available building mains power supplies: (c) 110-120V/60Hz/15A/single phase; or (d) 208-220V/60Hz/15A/single phase;	<input type="checkbox"/>	<input type="checkbox"/>	

SOW Reference Paragraph	Mandatory Technical Criteria	Compliant		Proposal Reference or Description
		Yes	No	
3.1.3.3	If a transformer is needed to convert the power from one of the mains power supplies, to the power required for the equipment as specified by the manufacturer, then the Contractor must provide the transformer as a deliverable under the Contract and install the transformer as part of the equipment installation.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.3.4	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).	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.3.5	The ADU instrument must be a standalone turnkey instrument with the operating and analysis software and hardware built into the instrument and without the need to connect to an external computer.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.3.6	The ADU instrument must be manufactured in conformance with ASTM D86.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.1.	The ADU must perform automatic distillation of groups 1, 2, 3 and 4 at atmospheric pressure as specified and described in ASTM D86.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.2.	The ADU must display and report temperature reading to the nearest 0.1°C.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.3.	The ADU must display and report volumetric reading to the nearest 0.1 ml.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.4.	The ADU must display and report observed vapour temperatures (as per ASTM D86 paragraph 4.3) automatically corrected for barometric pressure.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.5.	The ADU pressure measuring device must have an accuracy of 0.1 kPa or better.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.6.	The ADU must have a vapour temperature sensor (Pt-100, IEC 751 Class A) that includes an automatic emergent stem correction.	<input type="checkbox"/>	<input type="checkbox"/>	

SOW Reference Paragraph	Mandatory Technical Criteria	Compliant		Proposal Reference or Description
		Yes	No	
3.1.4.7.	The ADU must store a minimum of 100 test results.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.8.	The ADU must export the test results in either PDF, .doc or .xls format to an external storage device (e.g. USB memory stick, laptop computer, external hard drive).	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.9.	The ADU must automatically detect the dry point.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.10.	The ADU must prepare a 10% bottom residue automatically or the ADU must provide the functionality for the analyst to manually stop the program at 88% recovery.	<input type="checkbox"/>	<input type="checkbox"/>	
3.1.4.11.	The ADU must have an automatic fire suppression system.	<input type="checkbox"/>	<input type="checkbox"/>	

ANNEX B – Pricing Schedule

[To be inserted at Contract Award from Attachment 1 to Part 3]

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

Initial Requirement

Bidders are required to provide a price for each line item indicated. If a price is left blank it will be interpreted as an offered price of \$0.00. If a price of an item is included in another item, this should be indicated by noting "Price of this item is included in item xx. (Insert item number)" If there is not an applicable Price for an item, this should be indicated as "N/A".

See table on next page.

Table 1A List of Required Deliverables				
No.	Deliverable Item	QTY	Firm Fixed Price per Unit/Set (Taxes extra)	Extended Firm Fixed Price (Taxes extra)
1	Automatic Distillation Unit, including installed Pt-100 temperature sensor, dry point detection sensor, and operating and analysis software	1		
2	Installation and Commissioning Services	1		
3	Training Services	1		
4	Flask support board with a hole of 38 mm diameter	2		
5	Flask support board with a hole of 50 mm diameter	2		
6	125 ml distillation flask	4		
7	200 ml distillation flask	2		
8	100 ml receiving cylinder	2		
9	Spare Pt-100 temperature sensor with cable and plug	1		
10	Spare dry point detection sensor for 125 ml distillation flask	1		
11	PTFE centering stopper for 125 mL flask	1		
12	PTFE centering stopper for 200 mL flask	1		
13	Flask shoulder connection to condenser tube	2		
14	Condenser tube cleaning kit	1		
15	Standard precision resistance bench	1		
16	Certificate of Calibration	1		
17	Certificate of Conformance	1		
18	Statement of Compliance	1		
19	Statement of Continued Production and Software Support	1		
20	User Operations Manual	1		
21	Calibration Manual (if document has been created by the manufacturer)	1		
Subtotal (taxes extra)			\$	
Applicable Taxes (14.975%)			\$	
Total			\$	

Optional Requirement

Bidders are required to provide a price for each line item indicated. If a price is left blank it will be interpreted as an offered price of \$0.00. If a price of an item is included in another item, this should be indicated by noting "Price of this item is included in item xx. (Insert item number)" If there is not an applicable Price for an item, this should be indicated as "N/A".

Table 2A List of Optional Deliverables			
No.	Deliverable Item	Qty	Firm Fixed Price per Unit/Set (Taxes extra)
1	On-site Preventive Maintenance and Calibration Services – Option Year 1	1	
2	On-site Preventive Maintenance and Calibration Services – Option Year 2	1	
3	On-site Preventive Maintenance and Calibration Services – Option Year 3	1	
4	On-site Preventive Maintenance and Calibration Services – Option Year 4	1	
5	On-site Preventive Maintenance and Calibration Services – Option Year 5	1	
Subtotal (taxes extra)			\$
Applicable Taxes (14.975%)			\$
Total			\$

ANNEX C – ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX D – SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W8486-249542
Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine 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, maintenance and training for scientific equipment (Automatic Distillation Unit) at QETE Delivery Address: DND, QETE Supply Warehouse, NPB Building, 45 Blvd Sacré Coeur, Room C1113, Ramp 7, Gatineau, QC, J8X 1C6		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat W8486-249542
Security Classification / Classification de sécurité Unclassified

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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SECRET SECRET <input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : <u>Contractor personnel to work onsite in operational zone to install and maintain equipment and provide training.</u>	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat W8486-249542
Security Classification / Classification de sécurité Unclassified

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).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat W8486-249542
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Michael Kopac	Title - Titre Q3-3 Lead Scientist, Fluid Contamination	Signature 	Digitally signed by KOPAC, MICHAEL 199 Date: 2023.02.09 16:48:27 -05'00'
Telephone No. - N° de téléphone 819-939-9327	Facsimile No. - N° de télécopieur 819-997-2523	E-mail address - Adresse courriel michael.kopac@forces.gc.ca	Date 09-February-23

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre Senior security analyst	Signature MEDJOVIC SASHA 234	Digitally signed by MEDJOVIC, SASHA 234 DN: CN=CA, O=CG, OU=ORD-MDN, OU=PERSONNEL, OU=INTERN, CN=MEDJOVIC, SASHA 234 Reason: I am the author of this document Date: 2023.12.06 15:31:43-08'00' Foxit PDF Editor Version: 1.30.1
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Myriam Zakaib	Title - Titre Procurement Officer, DLP 9-2-2	Signature ZAKAIB, MYRIAM 375	Digitally signed by ZAKAIB, MYRIAM 375 DN: CN=CA, O=CG, OU=ORD-MDN, OU=PERSONNEL, CN=ZAKAIB, MYRIAM 375 Reason: I am the author of this document Date: 2024.01.02 15:27:49-08' Foxit PDF Editor Version: 1.30.1
Telephone No. - N° de téléphone 343 572 4864	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Myriam.Zakaib@forces.gc.ca	Date 02 January 2024

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Patrick Gaudreau-Ritlop Contract Security Officer Patrick.Gaudreau-Ritlop@tpsgc-pwgsc.gc.ca	Title - Titre	Signature GaudreauRitlop, Patrick	Digitally signed by GaudreauRitlop, Patrick Date: 2023.12.11 16:44:47 -05'00'
Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

ANNEX E – APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

Guidance on completing the Contract Security Program Application for registration form

Guidance on completing the Contract Security Program Application for registration form - Contract security forms – Security requirements for contracting with the Government of Canada – Canada.ca (tpsgc-pwgsc.gc.ca)

Application for registration (PDF)

<https://www.tpsgc-pwgsc.gc.ca/esc-src/documents/di-afr-eng.pdf>