



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

REQUEST FOR QUOTATION/OFFER DEMANDE DE PRIX/D'OFFRE

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

CFB Kingston
PO Box 17000
Stn Forces
K7B 7B4
Attn: Brian McEachern
Contracting Officer

Email : brian.mceachern@forces.gc.ca

(613) 541-5010 ext 5438 (phone/téléphone)
(613) 541-4757 (fax/télécopieur)

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 du 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 indiqué(s).

Solicitation Closes – L'invitation prend fin

At – à : 04:00 PM Eastern Standard Time

On - le : 30 June 2025

Title/Titre: Tailoring Services - #4 Trouser - LSS		Solicitation No – N° de l'invitation W0114-25-0011B	
Date of Solicitation – Date de l'invitation 16 June 2025			
Address Enquiries to – Adresser toutes questions à Brian McEachern Email : brian.mceachern@forces.gc.ca			
Telephone No. – N° de téléphone (613) 541-5010 ext 5438		FAX No – N° de fax (613) 541-4757	
Destination CFB Kingston PO Box 17000 Stn Forces Kingston, ON K7B 7B4			

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, Goods and Services Tax (GST)/Harmonized Sales Tax (HST) and excise taxes. Goods are to be delivered "Delivery Duty Paid", including all delivery charges to destination(s) as indicated. The amount of the GST/HST 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 taxe sur les produits et services/(TPS)/taxe de vente harmonisée (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 TPS/TVH doit être indiqué séparément.

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

This bid solicitation does not have any security requirements.

1.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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.

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) (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 or 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 05, Submission of Bids – Subsection 3 is deleted.
- c) Subsection 2 entitled epost Connect of section 08 of the 2003 standard instructions is deleted in its entirety. See article 2.2 entitled Submission of Bids for delivery information.
- d) Section 20, Further Information is deleted in its entirety.

2.2 Submission of Bids

Bids must be submitted to the Contracting Authority by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

SACC Manual Clause [A3025T \(2020-05-04\)](#), Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

-
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 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.

2.5 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.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid to the Contracting Authority by the date, time and place indicated on page 1 of the bid solicitation. Bidders must provide their bid in a single transmission in unalterable format i.e. PDF for email, or by facsimile. The email address attached to this solicitation has the capacity to receive up to 10MB per transmission.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Additional Information

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (two (2) hard copies)
Section II: Financial Bid (two (2) hard copies)
Section III: Certifications (two (2) hard copies)
Section IV: Additional Information (two (2) hard copies)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

Soft Copy

Bidders must quote RFQ as part of the subject line in their bid submission email.

Hard Copy

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#) when feasible bidders should prepare and submit their bid as follows:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs, spiral binding or binders, and must not contain any single-use plastics.

Canada is committed to achieving net zero greenhouse gas (GHG) emissions by 2050 in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
 - Canada's Net-Zero Challenge;
 - the United Nations Race to Zero;
 - the Science-based Targets Initiative;
 - the Carbon Disclosure Project;
 - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

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 in accordance with the Basis of Payment.

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.

3.1.3 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

1.	Must operate a tailoring service.
2.	Must have experience altering military uniforms.

3.	Must use industrial sewing machines.
4.	Must be able to provide the maximum quantity of deliverable services that DND may request.

4.1.3 Financial Evaluation

SACC Manual Clause [A0220T \(2014-06-26\)](#), Evaluation of Price-Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause [A0031T \(210-08-16\)](#), Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 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 section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Security Requirements – Required Documentation

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Instructions to contracting officers: Insert the following paragraph when more than one contract will be awarded.

As more than one contract has been awarded for this requirement, a request to perform a task will be sent to the first ranked contractor. If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under a TA, the request to perform a task will then be forwarded to the contractor ranked second. This process will continue until the task can be performed by another contractor. If no contractor can perform the task, Canada reserves the right to acquire the required Work

by other means. A contractor may advise the *Technical Authority* and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under a TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the *Technical Authority* and the Contracting Authority that it is available to perform additional tasks.

6.3.3 Task Authorization

1. The *Technical Authority* will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex A, Appendix 1.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must confirm to the *Technical Authority*, within 24 hours of its receipt, the feasibility for performing the task, in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the *Technical Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.4 Term of Contract

6.4.1 Period of the Contract

SACC Manual Clause [A9022C \(2007-05-25\)](#), Period of the Contract

The Work is to be performed during the period of August 19th 2025 to September 7th 2025 inclusive.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Brian McEachern
Title: Procurement and Material Management Specialist
CFB Kingston
Logistic Support Squadron
Address: 10 Apprentice St, Kingston ON K7K 5J1

Telephone: 613-541-5010 ext 5438

E-mail address: brian.mceachern@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

SACC Manual clause [A1030C \(2007-05-25\)](#), Technical Authority

The Project Authority for the Contract is: *To be inserted at time of contract award*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

Name: _____
Title: _____
Company name: _____
Address: _____

Telephone: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

SACC Manual clause [A3025C \(2020-05-04\)](#) Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

SACC Manual clause [A3025T \(2020-05-04\)](#) Proactive Disclosure of Contracts with Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with

Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

6.7 Payment

6.7.1 Basis of Payment

SACC Manual clause [C0209C \(2013-04-25\)](#) Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s) – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid _____, (*insert "the firm lot price of \$ _____" OR "the firm unit price(s)" (insert "in accordance with the basis of payment, in Annex ____" OR "as detailed in the Basis of Payment below")*), as specified in the authorized TA. Customs duties are _____ (*insert "included", "excluded" OR "subject to exemption"*) 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

(Insert details of the Basis of Payment for firm unit price(s) if not included in an annex).

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

SACC Manual clause [C9010C \(2013-04-25\)](#) - Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption, as applicable"*) and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Terms of Payment

SACC Manual clause [H1001C \(2008-05-12\)](#) Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. 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;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

(Amend in accordance with [Annex C Electronic Payment Instructions](#) before contract award).

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

SACC *Manual* clause [H5001C](#) (2008-12-12) Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Logistics Support Squadron
P.O. Box 17000, Station Forces
Kingston, ON K7K 7B4
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

6.11 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 [2010C \(2022-12-01\)](#), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s) including its Inuit Benefits Plan. (if applicable).*

6.12 Defence Contract

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

6.13 Minimum Work Guarantee – All the Work – Task Authorizations

SACC Manual clause [B9030C \(2011-05-16\)](#) - Minimum Work Guarantee – All the Work – Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% *of the Maximum Contract Value.*

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.14 Task Authorization - Department of National Defence

SACC Manual clause [B9051C \(2011-05-16\)](#) – Task Authorization – Department of National Defence

The administration of the Task Authorization process will be carried out by the *Technical Authority*. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.15 Task Authorization – Order of Ranking

To be removed if only one contract is awarded.

SACC Manual clause [B9053C \(2011-05-16\)](#) – Task Authorization – Department of National Defence

____ (*insert number*) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: _____ (*insert number*). The contractors' order of ranking is as follows:

Ranked first: _____

Ranked second: _____

(*Insert as many lines as there are contractors*)

6.16 Task Authorization Limit

SACC Manual clause C9011C (2014-06-26) – Task Authorization – Limit

The *Technical Authority* may authorize individual task authorizations up to a limit of \$ _____ (*insert amount*), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the *Contracting Authority* before issuance.

6.17 Dispute Resolution

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

ANNEX A

STATEMENT OF WORK

1. SCOPE

1.1 Purpose

Canadian Forces Base (CFB) Kingston – Logistic Support Squadron (LSS) Supply Platoon - Clothing Stores - Royal Military College (RMC) Clothing Stores Detachment has a requirement for the provision of tailoring and clothing alteration services. This service is required to support and augment the RMC tailors during the First Year RMC Cadet intake where more than two hundred and fifty to two hundred and seventy-five (250 - 275) new RMC Cadets will be measured and issued their uniforms between August 18th to 26th 2025.

1.2 Background

1.2.1 Royal Military College (RMC) is a post-secondary institution that produces university educated junior officers for a career in the Canadian Armed Forces (CAF) primarily through the Regular Officer Training Program (ROTP). RMC is home to approximately one thousand three hundred (1300) students who are in various fields of study as well as stages in the academic progress whether that be 1st, 2nd, 3rd and 4th year. The students are divided by academic year into twelve (12) Squadrons. The students' uniforms constantly change as they progress the program and obtain various badges and accoutrements. CFB Kingston – LSS-RMC Clothing Stores Detachment (Det) supports the operations of RMC by providing clothing support, including uniform tailoring services to the RMC Cadets who are enrolled there.

1.2.2 The tailors are always busy servicing uniforms as students' progress through RMC. However, the busiest period is during the first year's intake. This is the period where two hundred and fifty to two hundred and seventy-five (250 - 275) new students arrive at RMC to begin their studies. Each student needs to be measured for and issued one (1) #1 Dress Scarlet Tunic, one (1) #4 Dress Navy Tunic as well as one (1) #4 Dress trouser, and two (2) pairs #5 trousers. Some students can take their uniforms with them immediately after being measured as it already fits and does not require alterations. However, many garments do not fit initially and require alterations. The RMC Clothing Stores Det Tailor shop does not have the personnel or resources to complete all these alterations in time for the deadlines set forth by RMC.

1.3 Terminology

1.3.1 The acronyms and abbreviations used in this Statement of Work (SOW) are defined as follows:

ACRONYM	DEFINITION
CA	Contracting Authority
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
Det	Detachment
DND	Department of National Defence

LSS	Logistic Support Squadron
RMC	Royal Military College
ROTP	Regular Officer Training Program
TA	Technical Authority

1.3.2 Glossary - Words or phrases with definitions specific to the SOW are defined as follows:

TERM	DEFINITION
Accoutrements	Items of the service member's outfit other than arms and garments [DTB 19646]
Alterations	The process of modifying a garment to achieve a better fit, style, or functionality for the wearer.
Approval	In NATO, the formal and final agreement by a competent authority without reference to another authority. [DTB 694569]
Approved	That which has been accepted as satisfactory by an appropriate authority. [DTB 44220]
Contract	An agreement of wills between two or more private individuals or legal persons, intended to create, modify, transmit or terminate obligations. [DTB 35866]
Contractor	One who enters into a contract to supply a product or provide a service. This is the preferred item to the term's supplier, vendor and manufacturer, which are sometimes used in this sense. [DTB 46890]
Cuff	The folded or finished edge of a Sleeve or Trouser leg.
Day	Unless otherwise specified in the SOW document and the SOW references as a calendar day, a Day is considered a normal Working day, exclusive of Canadian statutory holidays (or international statutory holidays as applicable).
Garment	An item of clothing that is made or altered by a tailor
Hemming	To adjust the length of a garment by folding the edge of the fabric inward and stitching it in place.
Personnel	The military and/or civilian human resources required to accomplish an assigned mission or task. [DTB 1092]
Seamstress	A person who sews clothes or other fabric items as a profession or hobby.
Sew	To join two or more pieces of fabric together using a needle and thread to create or alter a garment.
Sleeves	The part of a garment, typically a shirt, jacket, or dress, that covers the arms.
Tailor	A skilled professional who specializes in the design, creation, and Alteration of garments to ensure they fit well and meet the specific needs or preferences of the wearer.
Training	An activity that aims to impart the skills, knowledge and attitudes required to perform assigned duties. Note: This is a generic term for all types of Training such as professional development, collective and individual Training. [DTB 1489]
Tunic	A type of loose-fitting garment, typically worn over the torso.
Trouser	A type of clothing worn on the lower body, typically covering from the waist to the ankles, with separate legs for each foot
Uniform	A set of standardized clothing worn by members of an organization, institution, or group, designed to create a cohesive, recognizable appearance.
Waist In/ Waist Out	Adjustments made to fit a garment at the waistline, specifically in the context of altering the waist to make it either smaller or larger.

Work	All the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the contract. [DTB 43178]
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2. APPLICABLE DOCUMENTS

The following Specifications, Standards, and publications are used to the extent specified in the SOW.

- 2.1 Form DND 2162 - The completion of the DND 2162 Clothing/Footwear: Repairs or Alterations form determines the Tailoring services to be completed. This form and any amendments must be authorized by the Technical Authority (TA) or the designated alternate. A sample of this form is attached in Appendix 1. The signed DND 2162 form will also act as the task authorization form, giving permission to the Contractor to perform the requested services and request payment.

3. REQUIREMENTS

3.1 Tasks

- 3.1.1 The Contractor shall alter all garments sent by the DND in accordance with the DND 2162 attached to each garment.
- 3.1.2 The Contractor shall return to the DND any garment which the attached DND 2162 is incomplete, illegible, incorrect or outright missing. Incomplete work shall not be invoiced.
- 3.1.3 The Contractor shall ensure that all garments are completed and ready for pickup in accordance with the deadlines set forth in section 3.3.3.1 of this SOW; and
- 3.1.4 The Contractor shall sign and date each DND 2162 indicating completion.

3.2 Technical Requirements

- 3.2.1 The Contractor is to perform tailoring tasks specific to the #4 Trousers as indicated in the table below. The requested tasks for each individual garment piece will be written on each accompanying DND 2162.

Deliverable Items	Garment Type	Work to be Done	Qty.
1	#4 Trousers (Description in Appendix 2)	-Waist in or out as marked -Hemming as marked	Max 275

- 3.2.2 The maximum quantity of alterations the Contractor needs to complete is indicated in the table above. The final numbers are subject to fluctuation based on several factors including but not limited to the final number of incoming students, what fits the student immediately after being measured and staff resources.
- 3.2.3 The Contractor will use a thread colour that matches the garment. DND uses the following thread type and colour to alter RMC garments.

Thread Type and Colour	Number
Red polycore 50	6157
Black polycore 50	N/A
Navy polyplus 40	#6415

3.3 Schedule & Important Dates

3.3.1 The following is a list of important dates in relation to First RMC Cadet intake for 2025:

Date	Event
August 16, 2025	New Class of Students arrive at RMC
August 18 – 26, 2025	In-Routine – Uniform Issue (#4 & #5) 2 Squadrons per day (approximately 40 to 60 Cadets per day)
September 2, 2025	First Day of Class (#5)
September 13, 2025	Badging Parade (#4)

3.3.2 Drop Off/Pickup Schedule

3.3.2.1 The DND will drop off garments to the Contractor's facility in batches as new cadets are measured and issued uniforms. Batches will vary in size but will not be larger than the number of garments issued to 60 cadets. The garment drop-off period will begin August 19th, 2025, until all garments are delivered to the Contractor. There will be no garment drop off beyond September 5th, 2025, except for garments being returned for correction.

3.3.2.2 The DND will pick up completed garments from the Contractor's shop in batches as they are completed.

3.3.2.3 Drop Off/Pick up will be at the convenience of the DND during the business hours of the Contractor.

3.3.3 Deadlines

3.3.3.1 The following completion deadlines are established based on the events outlined in section 3.3.1.

Garment Type	Completion Date
#4 Navy Trousers	September 7, 2025

3.4 Inspection, Acceptance, and Return Requirements

3.4.1 Quality Control tasks shall be performed on the completed garments prior to acceptance by the DND, prior to distribution to the RMC students, and prior to invoice submission. This is to ensure that the work has been completed to the agreed upon standards and to the satisfaction of the CAF.

3.4.2 The following quality control tasks shall be performed by the RMC Clothing Store Detachment:

3.4.2.1 Each altered garment will be counted against the tracker to ensure everything that was sent out has been returned. Any deficiencies shall be investigated.

- 3.4.2.2 A ten percent (10%) sample of #4 Trousers sent out will be drawn at random.
- 3.4.2.3 The sampled items will then be inspected by comparing the finished product against what work was requested on the accompanying DND 2162 form.
- 3.4.2.4 If more than ten percent (10%) of a specific garment type from the sample does not meet the standards laid out in this SOW, then one hundred percent (100%) of the garment type in question will be inspected.
- 3.4.2.5 If less than ten percent (10%) of a specific garment type from the sample does not meet the standards laid out in this SOW, it will be considered to have met the standards of this SOW.
- 3.4.2.6 The DND shall sign for and accept custody of the garments if standards are met and the CAF is satisfied with the quality of work. Until then, the garments are the responsibility of the Contractor.
- 3.4.3 Any work that is found not meeting the standards during quality control will be returned to the Contractor for completion. The work shall not be invoiced, and the original deadlines set shall not be amended. Uniforms returned incorrectly will be sent to the Contractor in the next batch for correction.

3.5 Security Requirements

- 3.5.1 There are no security requirements for this SOW.

3.6 Constraints

- 3.6.1 The Contractor shall allow the DND to conduct quality control of all garments prior to the DND accepting custody of completed work. Quality control shall be conducted within the DND's facilities.
- 3.6.2 The Contractor shall not complete any of the work identified in this SOW within DND facilities.
- 3.6.3 Due to the fabric of trousers and tunics, industrial sewing machines are required.
- 3.6.4 The Contractor shall make all alterations with a thread colour that matches the garment.

3.7 DND Responsibilities

- 3.7.1 The DND shall perform material management tasks on the garments both prior to delivery and after their return. These tasks include counting, recording, and logging using the Garment Tracker.
- 3.7.2 The DND shall be responsible for the transportation of the garments both to and from the Contractors facility using a DND supplied vehicle.
- 3.7.3 The DND shall provide a TA to liaise and coordinate with the Contractor after the contract is awarded.

3.8 Contractor Responsibilities

- 3.8.1 The Contractor shall be responsible for the care of the garments upon receipt from the DND. The Contractor may disperse the garments to be completed in a different location, however the Contractor assumes all responsibility in doing so.
- 3.8.2 The Contractor must provide equipment and supplies including, but not limited to, all non-DND specific threads and sewing materials which are the same colour as the garment and/or item which is being tailored or altered.

4. Deliverables

- 4.1 The Contractor shall deliver all garment tailoring and alteration services in accordance with this SOW.

Appendix 1

FORM DND 2162 Example

National Défense *Example*
Défense nationale

Clothing / Footwear: Repairs or Alterations
Vêtements / chaussures : réparations ou retouches

work order control no.
N° de contrôle de la commande de travail
1st Year, Sgn# 1

Name - Nom Smith		Rank - Grade Ocdt	SN - NM# 30000
Phone no. - N° de tél. #6135415010	Base - Station RMC		

No. N°	Article	Work required Travail à être exécuté	Contract no. N° du contrat	Qty Qté	Price Prix	Extension Prix total
	#4 Navy Tunic	- Remove / Replace Cuffs - Lengthen / Shorten Sleeves 2"				
	#4 Pants	- Waist in 2" as marked - Hemm 2" as marked				
	#5 Pants	- Waist in 2" as marked - Hemm in 2" as marked				
Total cost of service Prix total du travail						

-RMC Staff to complete DND 2162 as shown prior to delievery to the Contractor

- Each article of clothing sent must be accompanied by a complete DND 2162

Approved for (B sup O)
Approuvé pour (O Appro B)

Date
28/09/2025

DSS 942 / DND 626 Serial no.
N° de série du formulaire DSS 942 / DND 626

Received in good order (member) Reçu en bon état (membre)	Signature	Date
--------------------------------------------------------------	-----------	------

Distribution: Copy 1 (white) - Contracts Section
Copy 2 (yellow) - Member
Copy 3 (pink) - Contractor / Tailor (as applicable)

Copie 1 (blanche) - Section des contrats
Copie 2 (jaune) - Membre
Copie 3 (rose) - Entrepreneur / Tailleur (selon le cas)

Serial No. - N° de série
2208132

Note: Member must surrender copy 2 (yellow) to redeem articles
Note: Le membre doit remettre la copie 2 (jaune) pour reprendre ses articles

DND 2162 (08-93) 7530-21-911-0280
Design: Forms Management 613-995-9944 (07-2015)
Conception: Gestion des formulaires 613-947-8944

Canada

The Contractor will sign and date the Form DND 2162 as shown above when all requested alterations are complete certifying that all requested work is complete as per the contract.

APPENDIX 2 - Uniform Descriptions and Pictures

#4 Trousers

Characteristic	Reply
CLOTH NAME	MAIN BODY SERGE
COLOR	MAIN BODY BLUE, NAVY
FIBER MATERIAL	MAIN BODY WOOL
GARMENT CLOSING METHOD	FRONT SLIDE FASTENER
GARMENT SIZE	7038
POCKET TYPE	LEFT HIP SLASH
POCKET TYPE	LEFT SIDE SLASH
POCKET TYPE	RIGHT HIP SLASH
POCKET TYPE	RIGHT SIDE SLASH
USER DESIGNATOR	CANADIAN MILITARY COLLEGES

Characteristic	Reply
CLOTH NAME	MAIN BODY SERGE
COLOR	MAIN BODY BLUE, NAVY
FIBER MATERIAL	MAIN BODY WOOL
GARMENT CLOSING METHOD	FRONT SLIDE FASTENER
GARMENT SIZE	7038
PART NAME ASSIGNED BY CONTROLLING AGENCY	SLACKS,WOMEN'S,NAVY BLUE,CMC
USER DESIGNATOR	CANADIAN MILITARY COLLEGES



#4 Tunic and Pant



ANNEX B

BASIC OF PAYMENT

The Basis of payment will be a fixed price per deliverable service requested by DND. The maximum quantity identified below represents the maximum quantity of each service that DND may request. The maximum quantity does not represent the actual quantity that DND will request. Applicable taxes are extra: All prices in Canadian Dollars.

Deliverable Service	Maximum Quantity	Unit Price
Trousers – Hemming	275	\$
Trousers – Waist in or out	275	\$

Total Value: \$ _____

GST/HST: \$ _____

Total Cost: \$ _____

ANNEX “C” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX D

DEPARTMENT OF NATIONAL DEFENCE
BID EVALUATION CRITERIA
LOWEST RESPONSIVE COST COMPLIANT PROPOSAL

Name of Supplier:

Evaluated by:

Department:	Name of evaluator:	Date:
Project Manager		
Tech Auth		
Other		

The winning bidder must:

- **Meet or exceed mandatory criteria;**
- **Submit the lowest cost compliant proposal for the provision of tailoring services.**

	All mandatory requirements	Met	Not met
1.	Must operate a tailoring service.		
2.	Must have experience altering military uniforms.		
3.	Must use industrial sewing machines.		
4	Must be able to provide the maximum quantity of deliverable services that DND may request.		

This Supplier is **Responsive** **Non responsive**

Comments: