



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:

Director Services Contracting 4 (D Svcs C 4)  
Attention: Tatyana Vasilchuk  
By e-mail to:  
[DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca](mailto:DSvcsC4Contracting-DCSvcs4Contrats@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 Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

#### Comments – Commentaires

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**

**CE DOCUMENT CONTIENT EXIGENCE EN MATIÈRE DE SÉCURITÉ.**

#### Solicitation Closes – L'invitation prend fin

At: – à:

2:00 PM Eastern Daylight Time (EDT)

On: – le :

12 April 2024

Title – Titre Two (2) Identity Laser Engravers		Solicitation No. – N° de l'invitation W6369-24-X036	
Date of Solicitation – Date de l'invitation <b>18 March 2024</b>			
Address Enquiries to: – Adresser toutes questions à: Tatyana Vasilchuk by e-mail to <a href="mailto:tatyana.vasilchuk@forces.gc.ca">tatyana.vasilchuk@forces.gc.ca</a>			
Telephone No. – N° de téléphone		FAX No. – N° de fax	
Destination National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario K1A 0K2			

**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	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**

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's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

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 Requirement**

The requirement is detailed under Annex "A", Statement of Requirement.

### **1.3 Debriefings**

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

## 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.

- a) Section 2, Procurement Business Number is deleted in its entirety.
- b) Section 5, Submission of Bids – Subsection 2(d) is amended as follows:
  - i) Send its bid only to DND / D Svcs C as specified on page 1 of the bid solicitation.
- c) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days
- d) Section 6, **Late Bids** is deleted in its entirety.
- e) Section 7, **Delayed Bids** is deleted and replaced by:
  - i) It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- f) Section 20, Further Information is deleted in its entirety.
- g) Section 08, Transmission by facsimile is deleted in its entirety.

### 2.2 Submission of Bids

Unless specified otherwise in the RFP or otherwise directed by the Contracting Authority, bids must be submitted to the Department of National Defence organization by electronic mail by the date and time indicated on page 1 of the solicitation.

**Electronic Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Department of National Defence (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. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that its entire submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing date and time to submit their bid and for DND to confirm receipt. Bid documents received after the closing date and time 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.

### 2.5 Bid Challenge and Recourse Mechanisms

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

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

- Section I: Technical Bid - one (1) soft copy submitted by email,
- Section II: Financial Bid - one (1) soft copy submitted by email,
- Section III: Certifications - one (1) soft copy submitted by email,

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

#### **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 Annex "B", Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **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**

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

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

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

## 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 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

#	Mandatory Evaluation Criteria
<b>MT1</b>	The bidder must have supplied, installed and supported a minimum of two (2) laser engravers within the past five (5) years. The bidder must provide proof through documentation, for example invoices, etc.
<b>MT2</b>	The bidder must provide documentation demonstrating that the proposed Laser Engravers and accessories meet Minimum Mandatory Performance Specifications listed in Annex "A" Statement of Requirement.

#### 4.1.3 Financial Evaluation

SACC *Manual* Clause [A0222T](#) (2014-11-27), Evaluation of Price-Canadian/Foreign Bidders

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

### 4.2 Basis of Selection – Mandatory Technical Criteria

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 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 Federal Contractors Program for Employment Equity - Bid Certification**

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

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



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

6.1.1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

6.1.1.2 The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.

6.1.1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

6.1.1.4 The Contractor must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
- b) *Contract Security Manual* (Latest Edition).

### 6.2 Statement of Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A."

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

In section 01, Interpretation, the definition of "Canada", "Crown", "His Majesty" or "the Government" is amended as follows:

Delete: Minister of Public Works and Government Services  
Insert: Minister of National Defence

##### 6.3.1.1 Warranty Period

Section 3.2010A of general conditions 2010A 09 (2014-09-25) Warranty is amended by replacing the period of 12 months by 60 months.

All other provisions of the warranty section remain in effect.

### **6.3.2 Supplemental General Conditions**

SACC Manual Clause 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive **[to be specified in the resulting contract]**

### **6.4.2 Delivery Date**

All the deliverables must be received as per the dates specified at Annex "A" of the Contract.

### **6.4.3 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: Tatyana Vasilchuk  
Title: Senior Procurement Officer  
Organization: Department of National Defence, Director Services Contracting 4 (D Svcs C 4)  
Address: National Defence Headquarters  
Attention: D Svcs C 4-2-4  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Email Address: [tatyana.vasilchuk@forces.gc.ca](mailto:tatyana.vasilchuk@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: **[to be specified in the resulting Contract]**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

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Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: **(to be specified in the resulting Contract)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
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 firm unit prices, as specified in the contract for a cost of \$ \_\_\_\_\_ **(to be specified in the resulting Contract)**. Customs duties are included. Applicable Taxes are extra.

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

### 6.6.2 Method of Payment - Single Payment

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

### 6.6.3 SACC Manual Clauses

SACC Manual Clause [C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor, if applicable.

SACC Manual Clause [C2605C](#) (2008-05-12), Canadian Customs Duties and Sales Tax – Foreign-based Contractor, if applicable.

SACC Manual Clause [C2608C](#) (2020-07-01), Canadian Customs Documentation, if applicable.

### 6.6.4 Electronic Payment of Invoices – Contract

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

**(List to be updated in the resulting contract)**

- a. 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)

## 6.7 Invoicing Instructions

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.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications and Additional Information

### 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.

## 6.9 Applicable Laws

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

## 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) these Articles of Agreement;
- (b) the general conditions [2010A](#) (2022-12-01) General Conditions - Goods (Medium Complexity),
- (c) the supplemental general conditions 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance;
- (c) Annex "A", Statement of Requirement;
- (d) Annex "B", Basis of Payment;
- (e) Annex "D", Security Requirements Check List; and
- (f) the Contractor's bid dated \_\_\_\_\_ **to be specified in the resulting contract**.

## 6.11 SACC Manual Clauses

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

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SACC Manual Clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement.

SACC Manual Clause [B1501C](#) (2018-06-21) Electrical Equipment.

SACC Manual Clause [B7500C](#) (2006-06-16) Excess Goods.

#### **6.12 Foreign Nationals (Canadian Contractor), if applicable**

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

**OR**

#### **6.12 Foreign Nationals (Foreign Contractor), if applicable**

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

#### **6.13 Shipping Instructions – Delivery at Destination**

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

- a. Free on Board (Destination) common carrier 101 Colonel By Drive (Pearkes Building) via the loading dock for shipments from the United States government; **or**
- b. Delivered Duty Paid (DDP) 101 Colonel By Drive (Pearkes Building) via the loading dock Incoterms 2000 for shipments from a commercial contractor.

#### **6.14 Inspection and Acceptance**

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

#### **6.15 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](#)".

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**ANNEX "A" STATEMENT OF REQUIREMENT****1. TITLE**

Purchase of Two (2) Identity Disc Laser Engravers

**2. BACKGROUND**

The NDIS section of the CAF issues identification (ID) discs to all its military members. These discs are made of stainless steel and contain vital information of the member. NDIS produces approximately 35,000 discs per year.

Currently the engraver used is very old and often times is in disrepair halting production. In order to ensure production remains at the highest level possible, two (2) new engravers are required.

**3. ACRONYMS**

DRDC	Defence Research and Development Canada
SOR	Statement of Requirement
TA	Technical Authority
CAF	Canadian Armed Forces
NDIS	National Defence Identification Services

**4. APPLICABLE DOCUMENTS & REFERENCES**

ID Disc Front & Back

**FRONT****BACK**

## 5. REQUIREMENTS

The Department of National Defence requires the supply, delivery, installation, demonstration, training, and software orientation of two (2) Laser Engravers and accessories as described below:

### 5.1 Laser Engraver

**Required quantity: 2**

**Minimum Mandatory Performance Specifications:**

Specifications	Value
Engraver Yearly Output	40,000 Identity Discs/Year
Engraving Capability Criteria (Capacity)	Engrave 8 lines of data (4 lines/half) Engrave 20 characters/line Able to Indent by 2 characters/line Will require information to be printed on both sides Ref 4. ID Disc Front & Back
Engraving Capability (Criteria Character Length)	Twenty characters per line, except the first line which must be indented 2 characters
Engraving Capability (Character specifications)	MS Word Symbol Library. Font to be decided between NDIS and vendor during on-site demonstration
Engraving Capability (Character specifications)	Block Style Uppercase. Font to be decided between NDIS and vendor during on-site demonstration
Maximum Sound Produced (decibels) dB	75 dB
Output	100 Identity discs / hour
Engraving Capability (data reception format /compatibility)	CSV files
Engraving Capability (Job Production)	Batch Job production based on data submissions of at least 500 Identity Discs / job
Engraving Capability (Focus)	Auto Focus Capability
Engraver Settings	Multiple exhaust settings controlling output, sleep mode and auto shut down



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Software and Hardware Management	Job management software must be targeted to the Laser Engraver's operating program and be provided during Laser Engraver delivery/setup, via online download for use with a USB flash drive, or on CD/DVD. Any subsequent job management software upgrades, fixes or updates must be provided via online download for use with a USB flash drive, or on CD/DVD.
Operating Software of Engraver	Software must be preloaded and compatible with MS Office Suite 2021 or later. Also require the OS to allow data retention of logs and ability to create user accounts. We want to be able to monitor who signs in when and require a super user (or admin account) to apply Group Policy Settings that can be retained.
Auxiliary Cooling Mechanism	Allow for 100% efficiency operations as per the specifications of this table and provide sufficient cooling power.
Center for Devices and Radiological Health (CDRH) Rating	Class 1 or 2

### **5.2 Accessories**

The Contractor must provide the following accessories for requirement 5.1:

Description	Required quantity
Adjustable Laser Engraver Stand with locking wheels allowing for accessibility of user	<b>2</b>
Fume Extractor and Filter Technology for safe user use	<b>1</b>

### **5.3 Installation, On-Site Demonstration, Training and Software Orientation**

The Contractor must provide on-site installation service for the requirement as described in item 5.1. The Contractor must ensure that the installed items are correctly adjusted, calibrated, and serviced such that the equipment is ready for operational use.

The Contractor must provide on-site training for 3 NDIS participants for item 5.1. The language of the training must be provided in English or French. Training must include the following topics:

- Item overview and all functionality;
- Filter Replacement;
- Provide software orientation training on the use of the engraver software;
- Training on creating new user accounts and proper removal of accounts. Creation of an admin account to manage said accounts;
- Basic Troubleshooting ;

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- Use of accents and symbols;
- Safety Considerations.

The Contractor must provide training material for all participants. The training material must be written in English and French. The Contractor will provide any safety materials, training aids, manuals and documentation (paper and/or electronic format) used during the training session in both official languages (French and English) to the Technical Authority.

The training must be provided in English or French, must be for up to three (3) NDIS employees and must last no longer than 1 business day. The exact date of the training will be determined by the Technical Authority and must occur the same or business day after installation of requirements 5.1 and 5.2 delivery date. The Contractor will be notified at least 2 weeks in advance of this date.

#### **5.4 Technical Support**

The Contractor must provide for requirement 5.1, a five (5) year technical support service from the date of contract award.

The technical support must include:

- a) Coverage Period & Time: 5 days per week (Monday to Friday excluding statutory holidays in the Province of Ontario); 10 hours / Day (7:00-17:00 Eastern Standard Time)
- b) Provision of a 1-800 support phone line and email address
- c) In the event a phone message is left with the Contractor's contact line or an email is sent, a call back or responding email from a Contractor must be made within 2 hours
- d) If corrective action cannot be made over the phone or via email after 1 day of troubleshooting, a technician must be dispatched to the DND site to affix basic repairs within 2 business days.
- e) In the event of an emergency or crisis, the technician must be on site within 72 hours to conduct repairs. Emergency/crisis situation is defined as any and all issue with the machine resulting in troubleshooting from NDIS onsite staff that is unsuccessful and also correspondence with the contractor not solving the issue and the machine remains not operational.
- f) The Contractor must provide information and advice to users in either English or French.

#### **5.5 Annual Diagnostic Assessment and Routine On-Site Preventative Maintenance Calls**

The Contractor must provide for requirement 5.1, a five (5)-year preventative maintenance plan/service comprising of the below:

- a) Two (2) On site Maintenance Calls/calendar year during which the contractor examines and diagnoses the basic operational functions of the machines. A standard routine diagnosis of key functions in line with the diagnosis required for the particular laser engraver is required. Such

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functions include the below at a minimum and may include more functions and features depending on the features of the particular engraver.:

1. Benchmark the mark, test engraving function and test the laser strength
2. Adjust, lubricate and test metal tag transport cycle
3. Clean marking chamber and laser lens
4. Replace filter media
5. Examine logic boards and firmware
6. Replace any worn out parts such as belts, guides, and bearing clamps
7. Software Upgrade Service

b) The Contractor must contact client to coordinate and arrange the timing of each call.

## 6.0 DELIVERABLES

Number	Description of the Deliverables	Quantity and Format
6.1	Laser Engravers as described in Section 5.1 above.	2
6.2	Accessories as described in Section 5.2 above.	1
6.3	Installation and training services as described in Section 5.3 above.	1
6.4	Technical Support as described in Section 5.4 above	1
6.5	Annual Diagnostic Assessment and Routine Preventative Maintenance Call Service as described in Section 5.5 above	1

## 7.0 CONSTRAINTS

- 7.1 The Work will have to be completed during normal working hours from 0700hrs to 1700hrs Monday to Friday (excluding statutory holidays);
- 7.2 The Contractor must adhere to all applicable federal and provincial safety regulations while performing the work.

## 8.0 DATE OF DELIVERY

The laser engravers and all materials must be received by the Department of National Defence – VCDS no later than thirty (30) days after contract award.

## 9.0 LANGUAGE OF WORK

English will be the first language used for communication during training. Training materials including manuals must be available in both official languages.

**10.0 DELIVERY LOCATION**

The equipment must be delivered to the following address:

Department of National Defence  
Pearkes Building Loading Dock  
101 Colonel by Drive  
Ottawa, Ontario  
K1A 0K2  
Canada

Delivery arrangements must be coordinated with the technical authority no later than one (1) week prior to the mandatory delivery date. Delivery will be made to 101 Colonel By Drive (Pearkes Building) via the loading dock. Unpacking, setup and training will take place within NDIS lines located in the basement of the same building.

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**ANNEX "B" BASIS OF PAYMENT**

**When completed, Annex B will be considered as the Bidder's Financial Bid.**

**1.0 General**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below.

**2.0 Standard Goods and Services**

The Firm Unit Price(s) include(s) associated specifications and Deliverables as per Annex "A", FOB or DDP destination, including all delivery charges. Canadian customs duties and excise taxes included and Applicable Taxes extra. Applicable Taxes are not included in the pricing and are to be shown separately on invoices, if applicable.

If discrepancies are found between the unit price and the extended totals, firm unit price will prevail.

<b>Item Number</b>	<b>Item</b>	<b>Quantity (A)</b>	<b>Firm Unit Price (B)</b>	<b>Extended Total (AxB=C)</b>
1	Laser Engraver as detailed in Section 5.1 of Annex A – Statement of Requirement	2		
2	Adjustable Laser Engraver Stand with locking wheels allowing for accessibility of user	2		
3	Fume Extractor and Filter Technology for safe user use	1		
4	Laser Engravers Installation and Training Services as detailed in Section 5.3 of Annex A – Statement of Requirement	1		
<b>Total Firm Price:</b>				

**ANNEX "C" to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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" – SECURITY REQUIREMENTS CHECK LIST**



Government of Canada

Gouvernement du Canada

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**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 VCDS	
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 <b>The Department of National Defence (DND) requires two (2) laser engraver machines for the National Defence Section (NDIS) to enable the creation of identification discs for Canadian Armed Forces (CAF) members.</b>				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMBLEMES                  |   |   |  |

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?

On DND premises, unscreened pers. may only

Dans l'affirmative, le personnel en question sera-t-il escorté? access public/reception zones

 No / Non  Yes / Oui  
 No / Non  Yes / Oui
**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada





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Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

**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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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**(signature page will be added at contract award)**