



**NATIONAL CAPITAL COMMISSION  
COMMISSION DE LA CAPITALE NATIONALE**

**REQUEST FOR PROPOSAL**

Goods - Supply & delivery of corporate uniforms  
for the NCC Conservation Officers

Page 1 of 3

NCC TENDER FILE #

**AL1699**

<p><b>ADDRESS INQUIRIES TO:</b> Allan Lapensée, Sr. Contract Officer <a href="mailto:allan.lapensee@ncc-ccn.ca">allan.lapensee@ncc-ccn.ca</a></p>	<p><b>BID CLOSING/CLÔTURE DE L'OFFRE:</b> May 17, 2017 at 3pm EDT</p>
<p>Submit your technical proposal including the seven mandatory samples, signed page 1 of these instructions and a sealed price envelope to: → <b>National Capital Commission Procurement Services 40 Elgin Street 2<sup>nd</sup> floor Security Centre Ottawa, ON K1P 1C7 Reference tender file #AL1699</b></p>	

**ADDENDUM ACKNOWLEDGEMENT:** I/We acknowledge receipt of the following addenda \_\_\_\_\_ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

<p><b>We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the goods and/or services listed and on any attached sheets at the submitted price(s).</b></p>		
<p>Supplier's Name &amp; Address:</p>	<p>Print Name:</p>	<p>Date:</p>
<p>Tel: Fax: Email:</p>	<p>Signature:</p>	

# REQUEST FOR PROPOSAL

Goods - Supply & delivery of corporate uniforms for the NCC Conservation Officers

1. Submit a proposal in four (4) duplicate copies, the mandatory seven product samples and one price envelope to supply & deliver goods for the National Capital Commission (referred to as the "Commission" or the "NCC") according to the Terms of Reference document attached herewith. You may submit your proposal in English or French.
2. Enquiries regarding this bid solicitation must be submitted in writing to the following: Sr. Contract Officer, Allan Lapensée e-mail address – [allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca) as early as possible within the solicitation period. Enquiries should be received no later than seven (7) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided. To ensure consistency and quality of the information provided to Bidders, the Sr. Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed ONLY to the Sr. Contract Officer named above. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.
3. The proposal is to include all information as stated in the Mandatory & Rated Requirements.
4. The financial offer (see annexes A1, A2. Annex B is optional) must be in a sealed envelope and submitted separately from the proposal documents.
5. The selection of the successful bidder shall be made on the basis of technical merit and price. All mandatory requirements on the specification must be met and proposals obtaining a total minimum score of 160 pts out of 200 pts (80%) of the technical component will be considered as technically admissible. Fee proposals must be submitted in a separate sealed envelope and will be opened only for all technically admissible proposals. The fee proposal will be weighed with the technical evaluation score for the basis of award. The fee proposal considered in the evaluation of proposals must include all costs for the supply & deliver including logo application and other related expenses and disbursements. The selected proposal will be the one that presents the highest overall value between technical and price. The overall best value will be based on a weighted factor of 60% for technical and a weighted factor of 40% for price (annex A1 of 20% and annex A2 of 20%).
6. A debriefing of a Bidder's Technical Proposal will be provided, if requested to the NCC's Project Manager identified in the letter of notification of contract award, within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful.
7. Page 1 of this RFP document is to be dated, signed, and returned. By doing so, the bidder acknowledges having read, understood and accepted the Request for Proposal which includes the Specification, the General Terms & Conditions for Goods, and any/all other attachments or addenda to the Request for Proposal documents.
8. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.
9. The attached General Terms & Conditions for Goods will also form part of the resulting contract.

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10. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.
11. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful bidder and/or any/all bidders.
12. Facsimile transmittal of proposals will not be accepted.
13. Proposals will be held in the strictest confidence. There will not be a public opening of the proposals submitted for this Request for Proposal. Notwithstanding the foregoing, bidders are advised that as a Crown Corporation, the Commission is subject to the provisions of the *Access to Information Act*. Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the *Access to Information Act*.
14. The substantive requirements of the laws of the Province of Ontario shall apply to the Subject Matter, subject to any applicable federal laws.
15. The Commission shall not be obligated to reimburse or compensate any bidder, its sub-contractors or manufacturers for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.
16. This Request for Proposal and all supporting documentation have been prepared by the Commission and remain the sole property of the Commission, Ottawa, Canada. The information is provided to the bidder solely for its use in connection with the preparation of a response to this Request for Proposal and shall be considered to be the proprietary and confidential information of the Commission. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its employees having a need to know for the preparation of the Contractor's response, and the Contractor further agrees not to use them for any purpose other than that for which they are specifically furnished.
17. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission's General Conditions.

NATIONAL CAPITAL COMMISSION  
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NATIONAL CAPITAL COMMISSION  
COMMISSION DE LA CAPITALE NATIONALE

**National Capital Commission**

**Terms of Reference for the supply & delivery of  
corporate uniforms for the NCC Conservation Officers**

**April 2017**

**NATIONAL CAPITAL COMMISSION  
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**1. Introduction**

The National Capital Commission (NCC) wishes to retain the services of a clothing supplier to establish a multi-year supply and delivery contract for the provision of uniforms and related work clothing. . The contract will be awarded for an initial three (3) year term after contract award. Based on a mutual agreement on unit prices, two (2) successive one (1) year extensions may be exercised at the same terms and conditions.

In addition to providing uniforms of the desired sizes which meet the identified technical and performance specifications, the clothing supplier will also be expected to work with NCC staff to prototype the application of the NCC's Logo and identity on each clothing type.

**2. Background**

The National Capital Commission (NCC) provides clothing to 10 full time and approximately 5 seasonal Conservation Officers. The main function of the NCC Conservation Officers (CO's) is to ensure the protection of the general public, the conservation of natural resources and the preservation of NCC assets.

The CO's hold the status of Peace Officer and due to the nature of their duties are often in the public eye. As such, it is imperative that they are seen as professionals in their field while communicating an approachable, natural resources oriented authority.

The colour selected for the uniform is green (see specifications and Pantone colors provided) as it was concluded that it would be more in line with the corporate image and the nature of the duties performed.

The following Terms of Reference (TOR) define the NCC's requirement for the supply and delivery of uniform and accessories items as well as ancillary services required by the team. The NCC is seeking a clothing supplier who will provide a turnkey operation to supply the Conservation Officers including branding and patch application for each of the uniform components as outlined in the annexes below:

**Annexes A1 and A2:** Table of mandatory uniforms;

**Annex B (optional):** Table of seasonal uniforms;

**Annex C:** Technical specifications;

**Annex D:** Sample uniform drawings.

**3. Requirements of the resulting contract**

The NCC has a requirement for provision of uniforms for its Conservation Officers.

These Terms of Reference define the responsibilities of the clothing supplier for the provision of the uniforms as outlined in the Annexes A1/A2, annex C and annex D. Note annex B is optional. The bidders must demonstrate that they are equipped to undertake the necessary steps to ensure quality assurance, inventory management, distribution, order taking, sizing and logo/branding application.

Items or services may be added or deleted over the term of the Contract. The NCC reserves the right to negotiate the addition of any product or service indicated in these Terms of Reference. The decision to include any new item or service to the contract is solely at the discretion of the NCC, who will process any amendment(s) to the contract.

To assist in the implementation of this requirement, the uniform components have been clearly drawn with the exact placement of the NCC logo. See Annex D.

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**4. Customer Service**

All bidders must demonstrate that they have the ability to provide customer service to address inquiries related to order status, return procedures, authorization and complaint resolution. This function will respond to inquiries contacts made by telephone between the hours of 08:00 am to 4:00 pm Eastern time. Inquiries may include, but not limited to, order status, return procedures, return authorization and complaint resolution

**5 Supplying**

The Clothing supplier must be able to supply all mandatory uniforms listed in Appendix A1 & A2 in accordance with the technical and sizing requirements as specified in Annex C. The Clothing supplier must be responsible for meeting the supply requirements of the Contract whether through the use of their own facilities or through sub-clothing suppliers.

**6 Quality Assurance Samples**

Seven (7) samples must be submitted with your proposal. Refer to Mandatory Requirements. The NCC shall retain the samples and these will be returned once the contract is awarded. To evaluate the quality and color, each bidder shall submit seven (7) samples for review by the NCC. The product description along with the measurement charts must be submitted with all product samples.

**7 Sizing**

The Clothing supplier shall provide sizing charts in order for the team to place the appropriate orders. The clothing supplier is responsible for supplying clothing from XS to XXL in Tall, Regular and Short sizes. Alterations to any of the components will not be part of the contract requirements.

**8 Quality Assurance**

The Clothing supplier must implement a quality assurance program that will ensure that all items manufactured and supplied under this agreement meet the quality standards as defined in the Contract. The NCC shall also be entitled to inspect the clothing supplier's facilities.

**9 Inventory Management**

The Clothing supplier must demonstrate that orders can be filled within 30 days of receiving the order. The Clothing supplier must maintain a sufficient level of inventory to meet the Contract delivery requirements within the established time frame.

All items must be stored and kept clean and unwrinkled, in a secure and climate-controlled environment that will ensure that uniform items are not subjected to water, dampness, fire, chemicals, excessive heat or cold, stagnant air, odours, insects or pests

**10 Distribution / Returns /Exchange**

The Clothing supplier must deliver items ordered in a sealed package identified with the coordinates provided on the order form to the NCC at the following address:

National Capital Commission  
202, 40 Elgin Street  
Ottawa, Canada  
K1P 1C7  
Attn: Ivana Copelli

**10.1** Regular Orders - (standard stock sizes): Must be delivered within 30 calendar days after receipt of order.

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**10.2** Returns due to an NCC error will be shipped at the NCC's expense. Returns due to the clothing supplier's error or unacceptable product quality will be shipped at the clothing supplier's expense.

**11.0 NCC Ordering Requirements**

**11.1** Only authorized NCC personnel will be permitted to order NCC uniforms;

**11.2** A listing of the NCC Authorized personnel will be provided by the NCC to the clothing supplier at the time of contract award.

**11.3** The Clothing supplier must report on back orders and when requested, provide the status of back orders to include but not limited to item number, size, date of back orders, date back orders shipped;

**11.4** If possible, the clothing supplier is to have a web-based ordering platform which allows for access only by the authorized NCC personnel;

**11.5** The clothing supplier must have the capability to provide historical data on previous orders and uniform items;

**11.6** Upon award of contract, a meeting is to be held within 2-4 weeks.

**11.7** The NCC usually orders the majority of its annual requirement at the end of winter or early spring. Intermittent orders may take place during the summer, fall & winter.

**12.0 Order of events once the Contract is awarded:**

12..1 Contract award;

12..2 Schedule a kick off meeting (2 to 4 weeks following award) in Ottawa, at clothing supplier's expense;

12.3 Submittal of sizing information;

12.4 Submittal of sample of application of NCC logo and branding on clothing for approval by the NCC.

12.5 Approval of application by NCC

12.6 Delivery of required uniforms.

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**Proposal Requirements: Mandatory Requirements, Rated Requirements and Evaluation Criteria**

**Part 1: Mandatory Requirements: With his/her proposal, the bidder must provide the following seven (7) Product Samples for evaluation:**

The NCC shall retain the samples and will be returned once the contract is awarded. To evaluate the quality and color, each bidder shall submit seven (7) samples for review by the NCC. The product description along with the measurement charts must be submitted with all product samples

<b>ITEMS</b>	<b>SAMPLE</b>
Male Short Sleeve Shirt	1 sample required for these 4 items
Male Long Sleeve Shirt	
Female Short Sleeve Shirt	
Female Long Sleeve Shirt	
Male T-Shirt	1 sample required for these 2 items
Female T-Shirt	
Male Long Sleeve shirt (Polo or High Neck)	1 sample required for these 2 items
Female Long Sleeve Shirt (Polo or High Neck)	
Male Cargo Pants	1 sample required for these 2 items
Female Cargo Pants	
Male Cargo Shorts	1 sample required for these 2 items
Female Cargo Shorts	
Unisex Baseball Cap	1 sample required for this item
V-Neck Sweater	1 sample required for this item

Proposals that submit all seven (7) product samples pass the mandatory requirement of product samples and then will proceed to part 2 – Rated Requirements

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**Part 2: Rated Requirements**

The proposal will be evaluated against the following Rated Requirements and evaluation criteria tables:

	<b>Rated Requirements (RR)</b>	<b>Weighted Factor</b>
<b>RR#1</b>	Product Samples evaluation	100 pts
<b>RR#2</b>	Demonstrate that the bidders company can provide uniforms as described in the Terms of Reference	60 pts
<b>RR#3</b>	Number of years in existence and achievements	20 pts
<b>RR#4</b>	A list of 3 client references for similar contracts in past 3 years with telephone numbers (including authorization to communicate with them)	20 pts

<b>PRODUCT SAMPLE EVALUATION CRITERIA (FOR ITEM RR#1 ONLY)</b>
The product exceeds all of our requirements. The product is made of excellent material and has a high quality fabrication (100% of the weighted factor).
The product fully meets all of our requirements. The product is made of high quality material and has quality fabrication (90% of the weighted factor).
The product meets our basic requirements. The product is made of good quality material and meets fabrication quality (80% of the weighted factor).
The product falls short of our basic expectations. The product is not made of quality material and does not meet fabrication quality standards (40% of the weighted factor).
The sample is completely unacceptable or none was provided (0% of the weighted factor).

<b>PROPOSAL EVALUATION CRITERIA (FOR ITEMS RR#2 TO RR#4)</b>
Excellent. Exceeds all of our requirements (100% of the weighted factor).
A sound response. Fully meets our requirements (90% of the weighted factor).
Acceptable minimum level. Meets our basic requirements (80% of the weighted factor).
Falls short of meeting basic expectations (40% of the weighted factor).
The response is completely unacceptable or the information is missing altogether (0% of the weighted factor).

Proposals obtaining a total minimum score of 160 pts out of 200 pts of part 2 Rated Requirements component will be considered as technically admissible. Fee proposals (annex A1 and A2) must be submitted in a separate sealed envelope and will be opened only for all technically admissible proposals. Note annex B is optional.

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**ANNEX A1. Lump Sum Price Form for Mandatory Uniforms – Initial order at award**

- Table below must be FULLY completed to outline all relevant costs. The all-inclusive lump sum prices shall include all associated cost for supplying & delivering the item(s) to the NCC and the associated cost for the supply & application of the NCC logo/branding. .

ITEMS (in various sizes)	Initial quantity requirements at contract award in 2017	All-inclusive lump sum prices (excluding taxes) to supply & deliver
Male Short Sleeve Shirt	45	
Male Long Sleeve Shirt	45	
Female Short Sleeve Shirt	45	
Female Long Sleeve Shirt	45	
Male Cargo Pants	60	
Female Cargo Pants	60	
Male Cargo Shorts	15	
Female Cargo Shorts	15	
Unisex Baseball Cap	15	
V-Neck Wool Shirt	15	
Male T-Shirt	30	
Male Long Sleeve Shirt (Polo or High neck)	30	
Female T-Shirt	30	
Female Long Sleeve Shirt (Polo or High neck)	30	
<b>SUB-TOTAL</b>		
<b>13% OHST</b>		
<b>TOTAL – ANNEX A1</b>		

**Annex A1 represents 20 pts out of 40 of the pricing element.**

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**ANNEX A2. Unit Price Form for Mandatory Uniforms – Annual estimates for years 1 thru 3 after the initial order**

Table below must be FULLY completed to outline all relevant costs. The all-inclusive unit prices shall include all associated cost for supplying & delivering the item(s) to the NCC and the associated cost for the supply & application of the NCC logo/branding.

TABLE A2		Weighted factor* = 0.6	Weighted factor* = 0.4
ITEMS (in various sizes)	Annual estimates	All-inclusive Unit price per item (excluding taxes) for ordering qty 1 to 50 at once	All-inclusive Unit price per item (excluding taxes) if ordering qty 51 to 100 at once
Male Short Sleeve Shirt	30		
Male Long Sleeve Shirt	15		
Female Short Sleeve Shirt	30		
Female Long Sleeve Shirt	15		
Male Cargo Pants	30		
Female Cargo Pants	30		
Male Cargo Shorts	15		
Female Cargo Shorts	15		
Unisex Baseball Cap	15		
V-Neck Wool Shirt	5		
Male T-Shirt	30		
Male Long Sleeve Shirt (Polo or High neck)	15		
Female T-Shirt	30		
Female Long Sleeve Shirt (Polo or High neck)	15		

**Note: \*Weighted factors are for bid evaluation purposes only in order to evaluate the bidder’s all-inclusive unit price per item. See example below. Each item will have an “evaluated value” calculated, then all items added for an “evaluated value total” for annex A2. Annex A2 represents 20 pts out of 40 of the pricing element. Lowest “evaluated value total” will receive 20 pts, then all other “evaluated value totals” will be pro-rated from the lowest. i.e. \$ 225 / \$ 255 x 20 = 17.65 pts; \$ 225 / \$ 300 x 20 = 15 pts; etc.**

**Example only:**

**Male Short Sleeve Shirt (qty 1 to 50) - \$ 18/ea x 0.6 = \$ 10.80**

**Male Short Sleeve Shirt (qty 51 to 100) - \$ 16/ea x 0.4 = \$ 6.40**

**Male Short Sleeve Shirt (evaluated value) - \$ 17.20**

**And so on**

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**ANNEX B (optional). Price Form for Seasonal Uniforms (optional form)**

Table B below should be completed to outline all relevant costs. The all-inclusive unit prices (excluding taxes) shall include all associated costs for supplying & delivering the item(s) to the NCC and the associated cost for the supply & application of the NCC logo/branding. Note annex B is not factored into the pricing element and Basis of Award.

<b>ITEM</b>	<b>All-inclusive unit price excluding taxes (each)</b>
Unisex Light Jacket	
Unisex Winter Jacket	
Male Winter Snow Pants	
Female Winter Snow Pants	
Male Patrol Gloves	
Female Patrol Gloves	
Unisex Toque	
Male Extreme Cold Gloves	
Female Extreme Cold Gloves	

Should the bidder not be able to supply all or part of these items, the NCC will make alternate arrangements with other clothing suppliers to purchase these items. The items listed in Annex B will be replaced on a wear and tear basis.

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**ANNEX C. Technical Specifications**

ITEM	TECHNICAL SPECIFICATIONS	REQUIRED SIZING
Male Short Sleeve Shirt	<ul style="list-style-type: none"> <li>• Color: olive green or similar</li> <li>• Materials: 65% polyester / 35% cotton or similar</li> <li>• Lightweight &amp; breathable</li> <li>• 2 breast pockets (vertical map pockets with Velcro, faux buttons on pockets)</li> <li>• Rip stop</li> <li>• Lycra stretch side panels</li> <li>• Epaulets</li> <li>• Horizontal Velcro strip over right side pocket for nametag</li> <li>• Vertical badge holder over left side pocket</li> <li>• CO crest on shoulders</li> </ul>	XS-XXL
Male Long Sleeve Shirt	Same as Male Short Sleeve Shirt	XS-XXL
Female Short Sleeve Shirt	Same as Male Short Sleeve Shirt	XS-XXL
Female Long Sleeve Shirt	Same as Male Short Sleeve Shirt	XS-XXL
Male T-Shirt	<ul style="list-style-type: none"> <li>• Color: tan or similar color</li> <li>• Lightweight &amp; breathable</li> <li>• CO crest on shoulders</li> </ul>	XS-XXL
Female T-Shirt	<ul style="list-style-type: none"> <li>• Color: tan or similar color</li> <li>• Lightweight &amp; breathable</li> <li>• CO crest on shoulders</li> </ul>	XS-XXL
Male Long Sleeve shirt (Polo or High Neck)	<ul style="list-style-type: none"> <li>• Color: tan or similar color</li> <li>• Lightweight &amp; breathable</li> <li>• CO crest on shoulders</li> </ul>	XS-XXL
Female Long Sleeve Shirt (Polo or High Neck)	<ul style="list-style-type: none"> <li>• Color: tan or similar color</li> <li>• Lightweight &amp; breathable</li> <li>• CO crest on shoulders</li> </ul>	XS-XXL
Male Cargo Pants	<ul style="list-style-type: none"> <li>• Color: olive green or similar</li> <li>• Materials: 98% cotton / 2% spandex, or similar</li> <li>• Flexible waistband and higher rise in the back</li> <li>• Gusseted crotch</li> <li>• Low-profile, inset cargo pockets with Velcro (concealed zipper pocket on right side)</li> <li>• Back pocket flaps</li> <li>• Articulated knee and knee reinforcement</li> </ul>	28 - 50
Female Cargo Pants	Same as Male Cargo Pants	26 - 40

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Male Cargo Shorts	<ul style="list-style-type: none"> <li>• Color: olive green or similar</li> <li>• Materials: 98% cotton / 2% spandex, or similar</li> <li>• Flexible waistband and higher rise in the back</li> <li>• Gusseted crotch</li> <li>• Low-profile, inset cargo pockets with Velcro (concealed zipper pocket on right side)</li> <li>• Back pocket flaps</li> </ul>	28 - 50
Female Cargo Shorts	Same as Male Cargo Shorts	26 - 40

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Unisex Baseball Cap	<ul style="list-style-type: none"> <li>• Color: Dark blue</li> <li>• Size: one size fits all</li> <li>• Material: cotton, or similar</li> <li>• Fastener: Velcro or brass buckle</li> <li>• Written “CONSERVATION” at rear of cap, in medium grey</li> <li>• NCC logo at front, in medium grey</li> <li>• Canada logo on right side of bill, in medium grey</li> </ul>	Universal
V-Neck Sweater	<ul style="list-style-type: none"> <li>• Color: olive green or similar</li> <li>• Materials: low pilling acrylic and natural wool, or similar</li> <li>• V-neck commando style</li> <li>• Color matched nylon patches on shoulders and elbows</li> <li>• Epaulets</li> <li>• CO crest on shoulders</li> </ul>	XS-XXL
Unisex Light Jacket	<ul style="list-style-type: none"> <li>• Color: dark blue</li> <li>• Materials: Nylon with nanoshere (water repellent)</li> <li>• Athletic fit</li> <li>• Stretch side panels and gusseted sides for movement</li> <li>• Hand warmer pockets (vertical pockets on both sides)</li> <li>• Vertical breast pocket on left side</li> <li>• Retro-reflective strips: <ul style="list-style-type: none"> <li>-horizontal strip in front at breast height</li> <li>-horizontal strips on back</li> <li>-strip around wrists</li> </ul> </li> <li>• Velcro for nametag on front right side, just over reflective strip</li> <li>• CO crest on shoulders</li> <li>• The word “CONSERVATION” written on upper back</li> <li>• NCC logo on front left side, just over reflective strip</li> <li>• Canada logo over reflective strips on wrists</li> </ul>	XS-XXL
Winter Jacket	<ul style="list-style-type: none"> <li>• Color: dark blue</li> <li>• Materials: nylon – waterproof, windproof, breathable materials</li> <li>• Temperature expectation: -40 Celsius</li> <li>• Side zippers</li> <li>• 2 horizontal lower front pockets</li> <li>• Retro-reflective strips: <ul style="list-style-type: none"> <li>-horizontal strip in front at breast height</li> <li>horizontal stripes on back</li> <li>horizontal strip over front lower pockets</li> <li>strip around wrists</li> </ul> </li> <li>• Velcro for nametag on front right side, just over reflective strip</li> <li>• Hood with fur contour (natural or</li> </ul>	XS-XXL

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	<ul style="list-style-type: none"> <li>synthetic)</li> <li>• CO crest on shoulders</li> <li>• The word “CONSERVATION” written on upper back</li> <li>• NCC logo on front left side, just over reflective strip</li> <li>• Canada logo over reflective strips on wrists</li> </ul>	
Male Winter Snow Pant	<ul style="list-style-type: none"> <li>• Color: dark blue</li> <li>• Temperature expectation: -40 Celsius</li> <li>• Adjustable waistband</li> <li>• Adjustable suspenders</li> <li>• Reinforced knee and seat panels</li> <li>• Cargo pockets</li> <li>• Vertical retro-reflective strips along exterior sides of each leg</li> </ul>	XS-XXL
Female Winter Snow Pant	<ul style="list-style-type: none"> <li>• Color: dark blue</li> <li>• Temperature expectation: -40 Celsius</li> <li>• Adjustable waistband</li> <li>• Adjustable suspenders</li> <li>• Reinforced knee and seat panels</li> <li>• Cargo pockets</li> <li>• Vertical retro-reflective strips along exterior sides of each leg</li> </ul>	XS-XXL
Unisex Toque	<ul style="list-style-type: none"> <li>• Color: dark blue</li> <li>• Unnoticeable manufacturer branding</li> <li>• Beanie style</li> <li>• NCC logo on front, in medium grey.</li> </ul>	XS-XXL
Unisex “Patrol” Winter Gloves	<ul style="list-style-type: none"> <li>• Color: Black</li> <li>• Leather finish or similar</li> <li>• Unnoticeable manufacturer branding</li> </ul>	XS-XXL
Unisex Cold Weather Mitts	<ul style="list-style-type: none"> <li>• Color: Black</li> <li>• Leather or Vinyl finish</li> <li>• Unnoticeable manufacturer branding</li> <li>• Extreme Cold Weather resistance (+/- - 40C)</li> </ul>	XS-XXL

**NATIONAL CAPITAL COMMISSION  
CONSERVATION OFFICER UNIFORMS  
TERMS OF REFERENCE**

**ANNEX D: UNIFORM DRAWINGS – separate annex**

## **Annex D.**

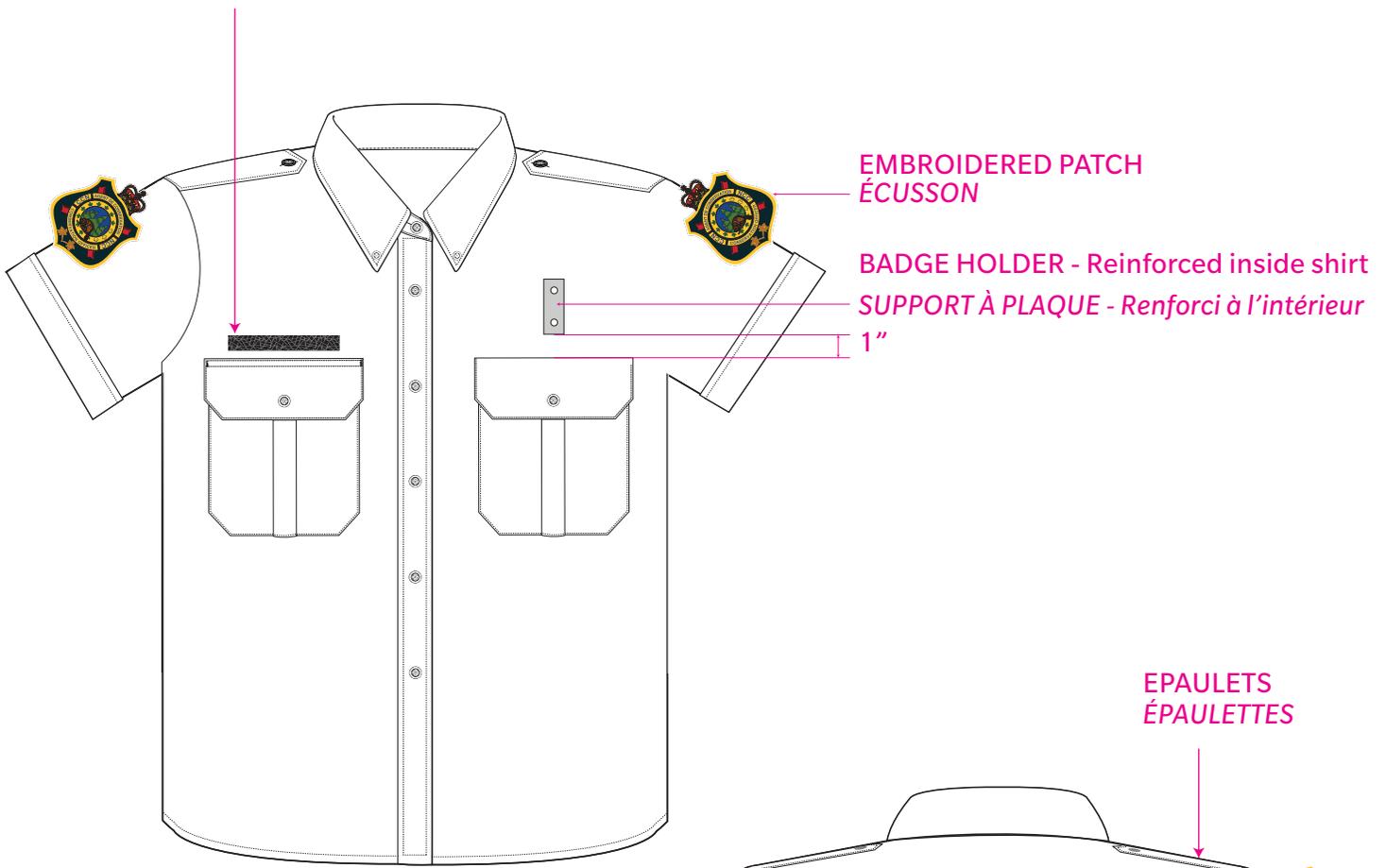
### **Sample Uniform Drawings**

**The NCC has identified in the attached drawings a preferred style and color and has provided a pantone color as a colour target to assist the suppliers interesting in bidding.**

**Should the suppliers not be able to provide clothing in the preferred color, please note the alternatives provided.**

VELCRO - Reinforced inside shirt  
(for name tag)

VELCRO - Renforcé à l'intérieur  
(pour bande nominative)

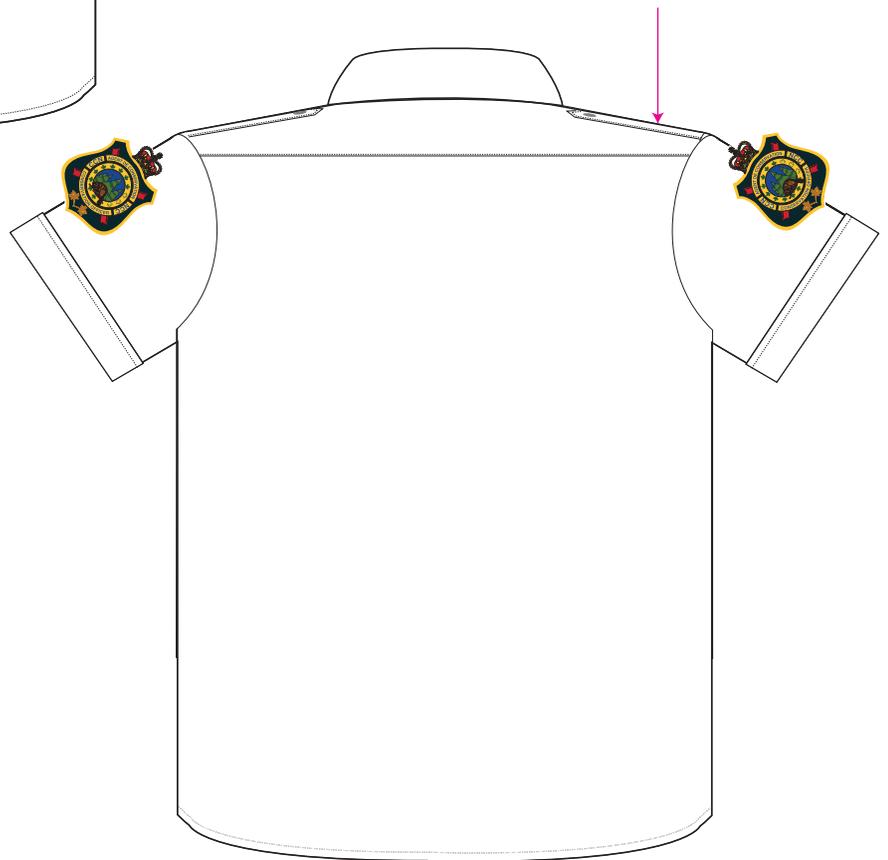


EMBROIDERED PATCH  
ÉCUSSON

BADGE HOLDER - Reinforced inside shirt  
SUPPORT À PLAQUE - Renforcé à l'intérieur  
1"

**FRONT VIEW**  
**AVANT**

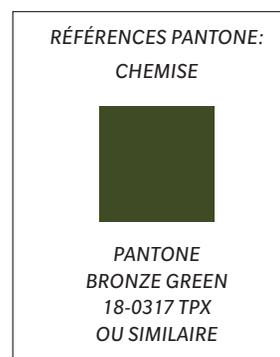
EPAULETS  
ÉPAULETTES



**BACK VIEW**  
**ARRIÈRE**

**COLOUR MUST MATCH  
PANTS AND V-NECK SWEATER**  
**PREFERRED COLOUR: OD GREEN**

**LES COULEURS DOIVENT CORRESPONDRE AUX  
PANTALONS ET AU CHANDAIL À COL EN V**  
**COULEUR PRÉFÉRÉE : OD GREEN**

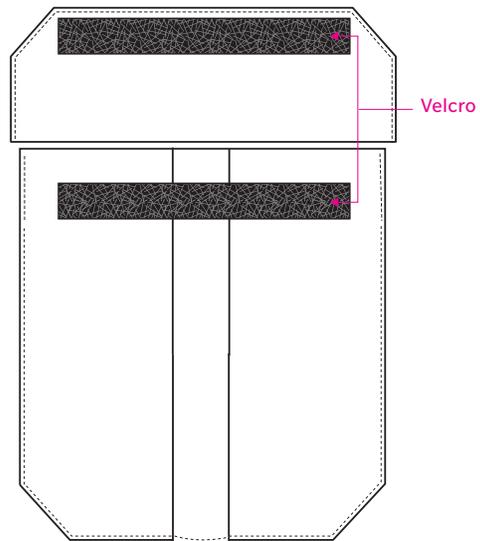
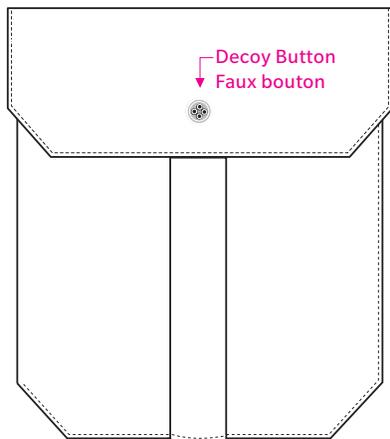




**SLEEVE CREST**  
**MANCHE**

Left pocket has pencil pocket  
*Poche de gauche a un espace pour un crayon*

1"



VELCRO - Reinforced inside shirt  
(for name tag)

VELCRO - Renforcé à l'intérieur  
(pour bande nominative)



BADGE HOLDER - Reinforced inside shirt  
SUPPORT À PLAQUE - Renforcé à l'intérieur

1"

FRONT VIEW  
AVANT

EPAULETS  
ÉPAULETTES

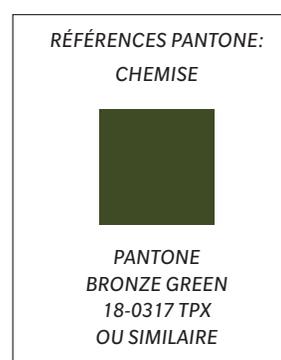
EMBROIDERED PATCH  
ÉCUSSON



BACK VIEW  
ARRIÈRE

**COLOUR MUST MATCH  
CARGO PANTS AND V-NECK SWEATER  
PREFERRED COLOUR: OD GREEN**

**LES COULEURS DOIVENT CORRESPONDRE AUX  
PANTALONS ET AU CHANDAIL DE LAINE EN V  
COULEUR PRÉFÉRÉE : OD GREEN**

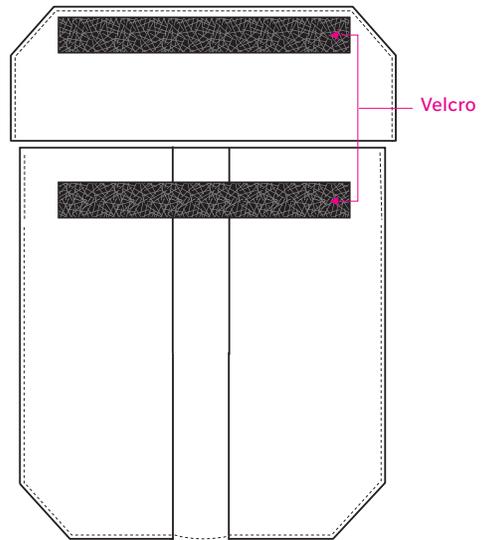
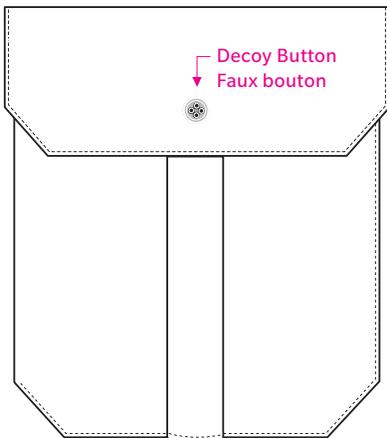




**SLEEVE CREST**  
**MANCHE**

Left pocket has pencil pocket  
*Poche de gauche a un espace pour un crayon*

1"





EMBROIDERED PATCH  
ÉCUSSON

**FRONT VIEW**  
AVANT



**BACK VIEW**  
ARRIÈRE

**PREFERRED COLOUR: TAN**

PANTONE REFERENCE:  
T-SHIRT



PANTONE  
MOJAVE DESERT  
15-1217 TPX  
OR SIMILAR

**COULEUR PRÉFÉRÉE: TAN**

RÉFÉRENCES PANTONE  
T-SHIRT



PANTONE  
MOJAVE DESERT  
15-1217 TPX  
OU SIMILAIRE

**ALTERNATIVE COLOUR**

<p>(1) LIGHT GREEN T-SHIRT</p>  <p>PANTONE CAPULET OLIVE 18-0426 TPX OR SIMILAR</p>	<p>(2) DARK NAVY T-SHIRT</p>  <p>PANTONE TOTAL ECLIPSE 19-4010 TPX OR SIMILAR</p>	<p>(3) SPRUCE GREEN T-SHIRT</p>  <p>PANTONE KOMBU GREEN 19-0417 TPX OR SIMILAR</p>
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**COULEUR ALTERNATIVE**

<p>(1) VERT CLAIR T-SHIRT</p>  <p>PANTONE CAPULET OLIVE 18-0426 TPX OU SIMILAIRE</p>	<p>(2) DARK NAVY T-SHIRT</p>  <p>PANTONE TOTAL ECLIPSE 19-4010 TPX OU SIMILAIRE</p>	<p>(3) SPRUCE GREEN T-SHIRT</p>  <p>PANTONE KOMBU GREEN 19-0417 TPX OR SIMILAR</p>
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T-SHIRT - CONSERVATION OFFICER

T-SHIRT - AGENTS DE CONSERVATION

SIZING AND PLACEMENT OF ARTWORK  
TO BE DETERMINED

LES DIMENSIONS ET L'EMPLACEMENT DES ILLUSTRATIONS  
RESTENT À ÊTRE DÉTERMINÉS

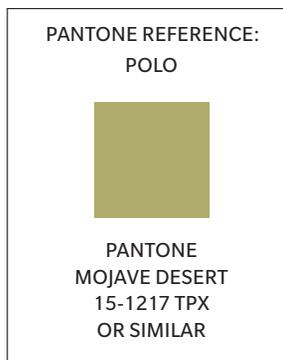
**CAN BE EITHER A LONG SLEEVE POLO  
OR A LONG SLEEVE HIGH NECK**

**S'APPLIQUE AU POLO À MANCHES  
LONGUES OU AU CHANDAIL À  
MANCHES LONGUES ET COL HAUT**

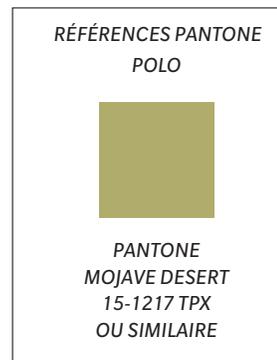


**FRONT VIEW  
AVANT**

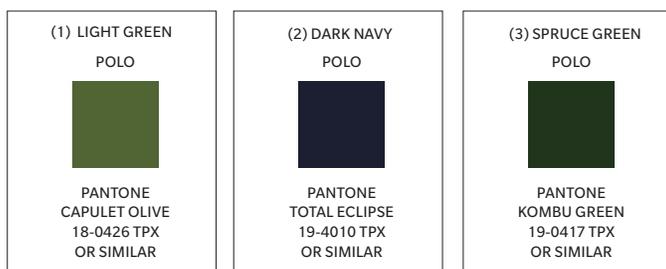
**PREFERRED COLOUR: TAN**



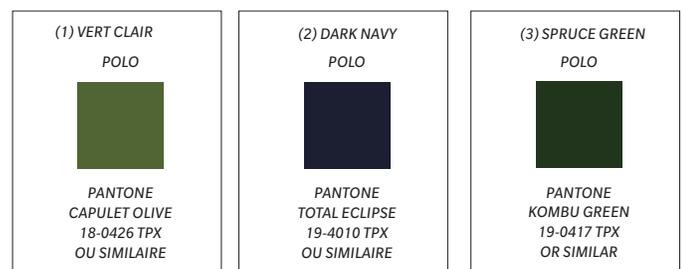
**COULEUR PRÉFÉRÉE: TAN**



**ALTERNATIVE COLOUR**



**COULEUR ALTERNATIVE**



**POLO LONG SLEEVE - CONSERVATION OFFICER  
(1/2)**

**POLOS À MANCHES LONGUES - AGENTS DE CONSERVATION  
(1/2)**

**SIZING AND PLACEMENT OF ARTWORK  
TO BE DETERMINED**

**LES DIMENSIONS ET L'EMPLACEMENT DES ILLUSTRATIONS  
RESTENT À ÊTRE DÉTERMINÉS**

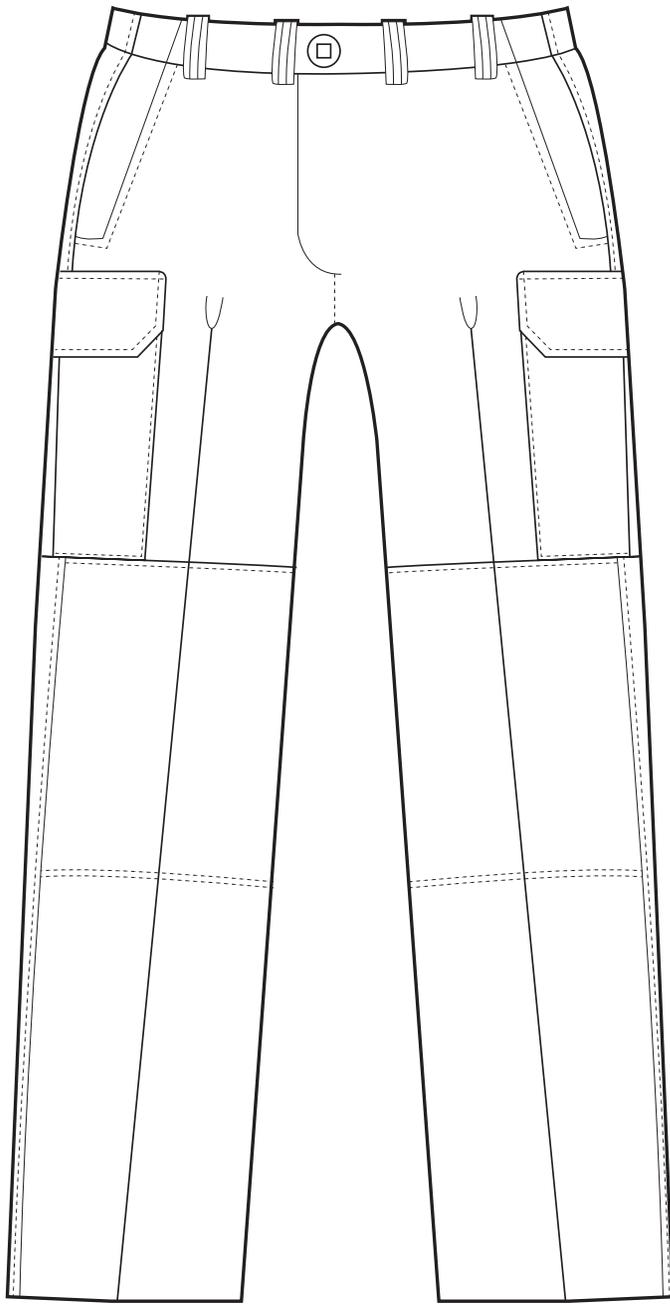


EMBROIDERED PATCH  
ÉCUSSON

**FRONT VIEW**  
**AVANT**



**BACK VIEW**  
**ARRIÈRE**



**FRONT VIEW**  
**AVANT**

**COLOUR MUST MATCH  
FORMAL SHIRT AND V-NECK SWEATER**

**PREFERRED COLOUR: OD GREEN**

**LES COULEURS DOIVENT CORRESPON-  
DRE À LA CHEMISE OFFICIELLE ET AU  
CHANDAIL À COL EN V**

**COULEUR PRÉFÉRÉE: OD GREEN**

PANTONE REFERENCE:  
PANTS



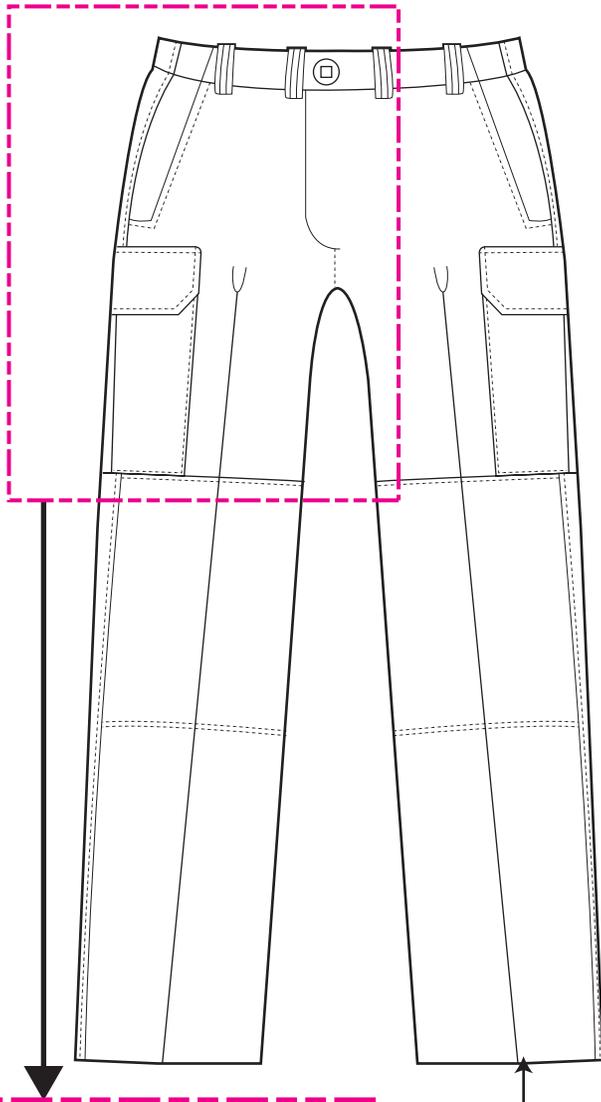
PANTONE  
BRONZE GREEN  
18-0317 TPX  
OR SIMILAR

RÉFÉRENCES PANTONE:  
PANTALONS

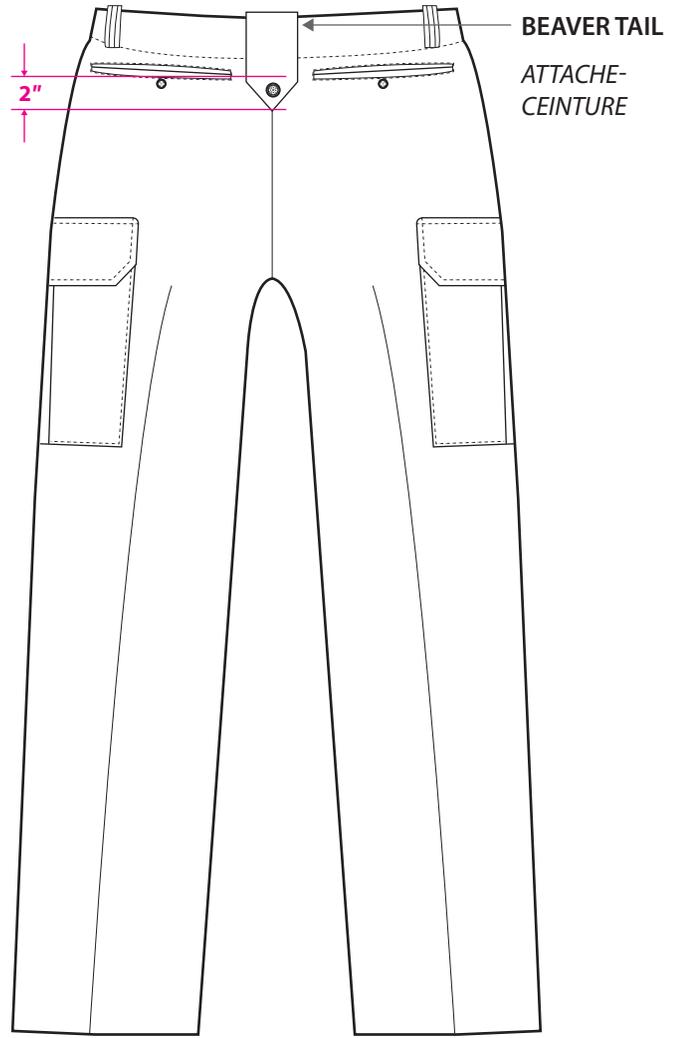


PANTONE  
BRONZE GREEN  
18-0317 TPX  
OU SIMILAIRE

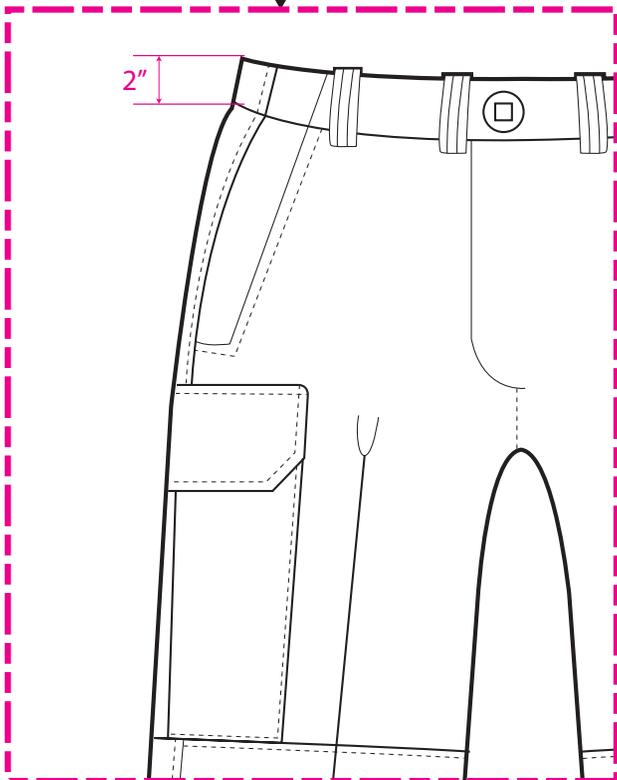
**FRONT VIEW**  
**AVANT**



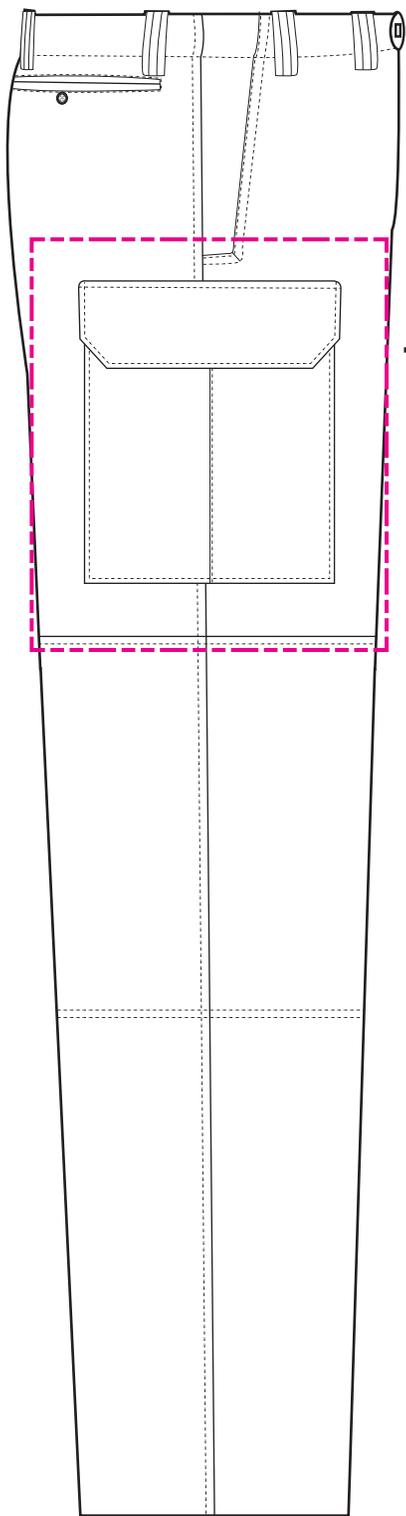
**BACK VIEW**  
**ARRIÈRE**



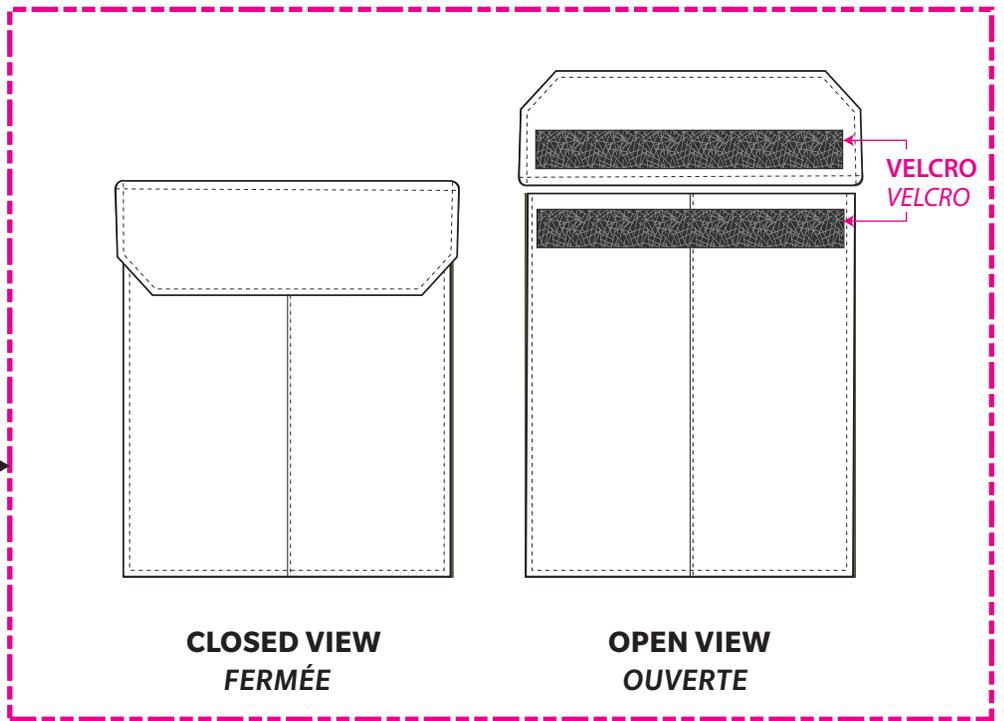
**PERMANENT STITCHED CREASE**  
**BORD COUSU DE FAÇON PERMANENT**



**ENLARGED DETAIL**  
**AGRANDISSEMENT**



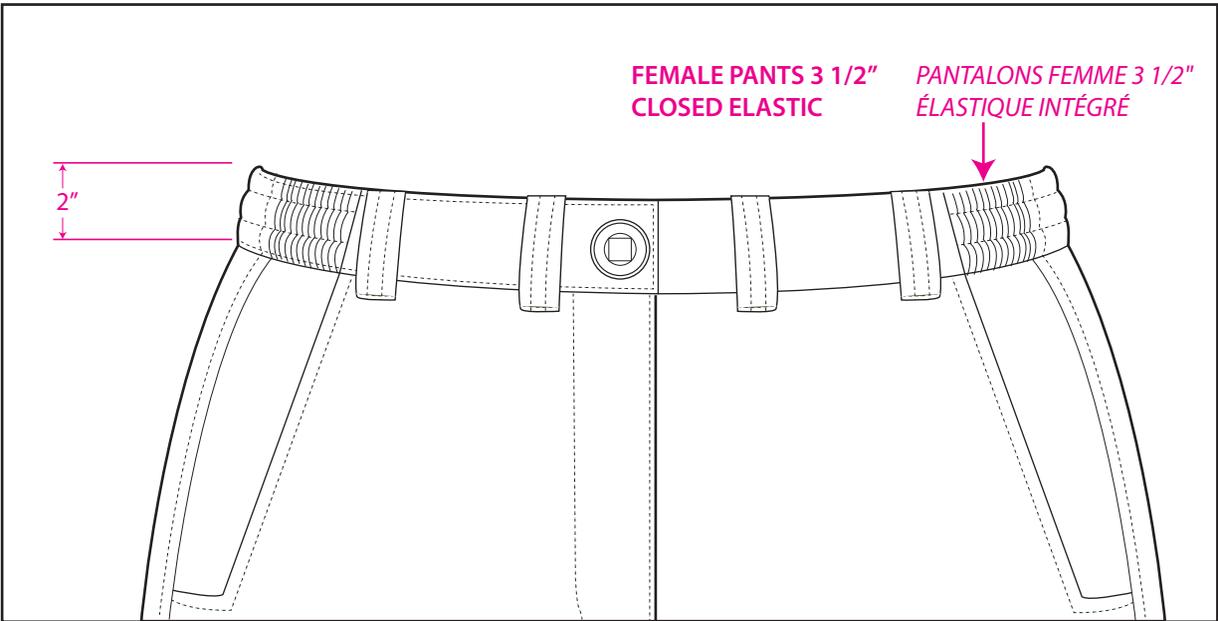
**SIDE VIEW**  
**CÔTÉ**



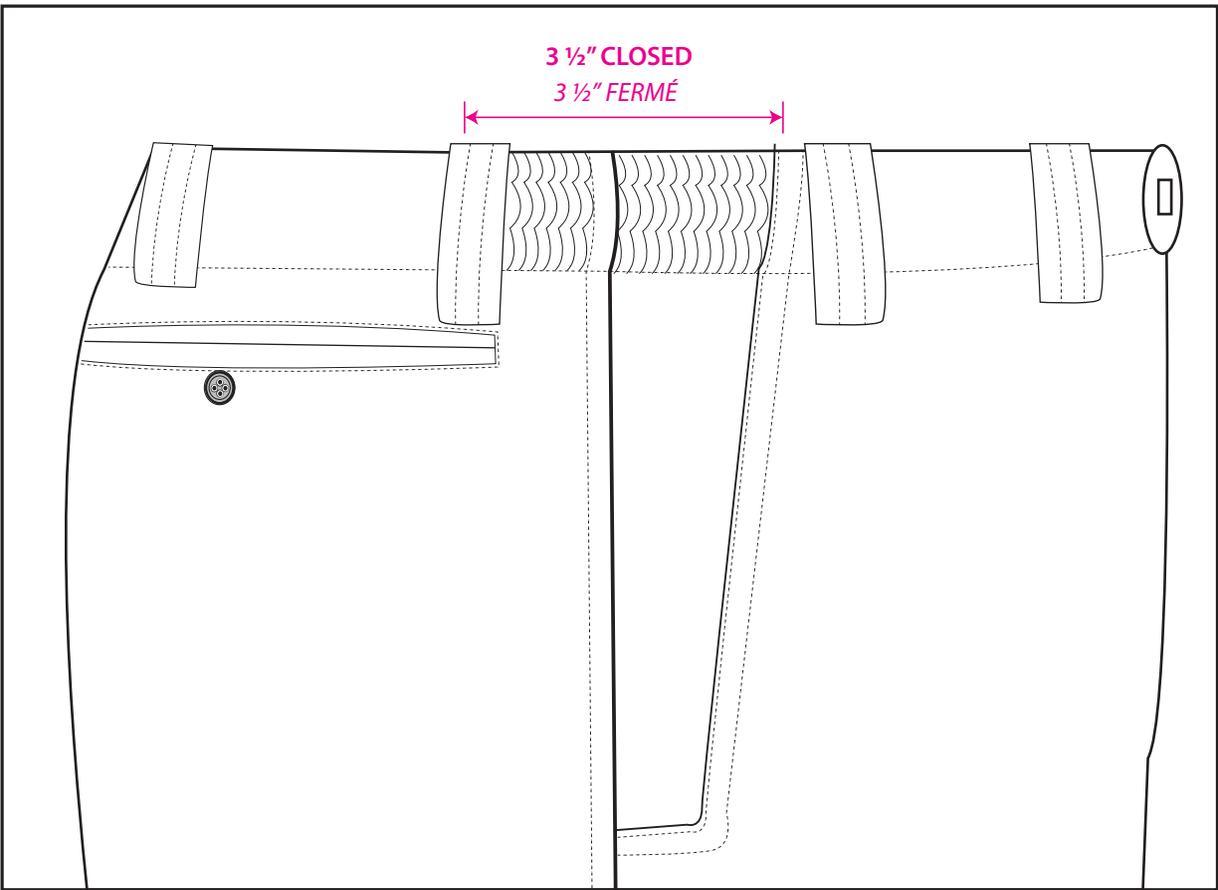
**CLOSED VIEW**  
**FERMÉE**

**OPEN VIEW**  
**OUVERTE**

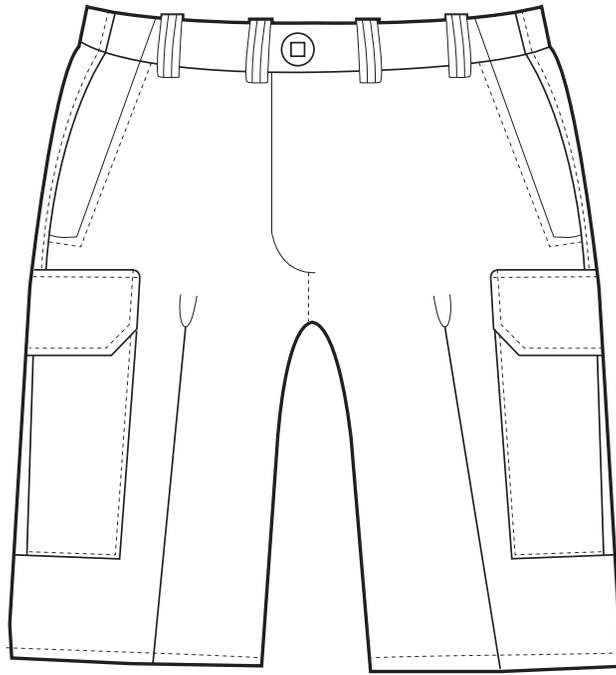
**ENLARGED DETAIL**  
**AGRANDISSEMENT**



**FRONT VIEW**  
**AVANT**



**SIDE VIEW**  
**CÔTÉ**



**FRONT VIEW**  
**AVANT**

**COLOUR MUST MATCH  
FORMAL SHIRT AND V-NECK SWEATER**

**PREFERRED COLOUR: OD GREEN**



**LES COULEURS DOIVENT CORRESPONDRE À  
LA CHEMISE OFFICIELLE ET AU CHANDAIL À  
COL EN V**

**COULEUR PRÉFÉRÉE: OD GREEN**



EPAULETS  
ÉPAULETTES

EMBROIDERED PATCH  
ÉCUSSON



FRONT VIEW  
AVANT

**COLOUR MUST MATCH  
FORMAL SHIRT AND PANTS**

**LES COULEURS DOIVENT CORRESPONDRE À LA  
CHEMISE OFFICIELLE ET AUX PANTALONS**

**PREFERRED COLOUR: OD GREEN**

PANTONE REFERENCE:  
SWEATER



PANTONE  
BRONZE GREEN  
18-0317 TPX  
OR SIMILAR

**COULEUR PRÉFÉRÉE: OD GREEN**

RÉFÉRENCES PANTONE:  
CHANDAIL



PANTONE  
BRONZE GREEN  
18-0317 TPX  
OU SIMILAIRE

**ALTERNATIVE COLOUR**

(1) DARK NAVY  
SWEATER



PANTONE  
TOTAL ECLIPSE  
19-4010 TPX  
OR SIMILAR

**COULEUR ALTERNATIVE**

(1) DARK NAVY  
CHANDAIL



PANTONE  
TOTAL ECLIPSE  
19-4010 TPX  
OU SIMILAIRE



**PREFERRED COLOUR COMBO: OD GREEN**

PANTONE REFERENCE:

BASEBALL CAP	EMBROIDERY
PANTONE BRONZE GREEN 18-0317 TPX OR SIMILAR	PANTONE LONDON FOG 16-0207 TPX OR SIMILAR

**COULEUR PRÉFÉRÉE : OD GREEN**

RÉFÉRENCE PANTONE:

CASQUETTE DE BASEBALL	BRODERIE
PANTONE BRONZE GREEN 18-0317 TPX OU SIMILAIRE	PANTONE LONDON FOG 16-0207 TPX OU SIMILAIRE

**ALTERNATIVE COLOUR COMBO**

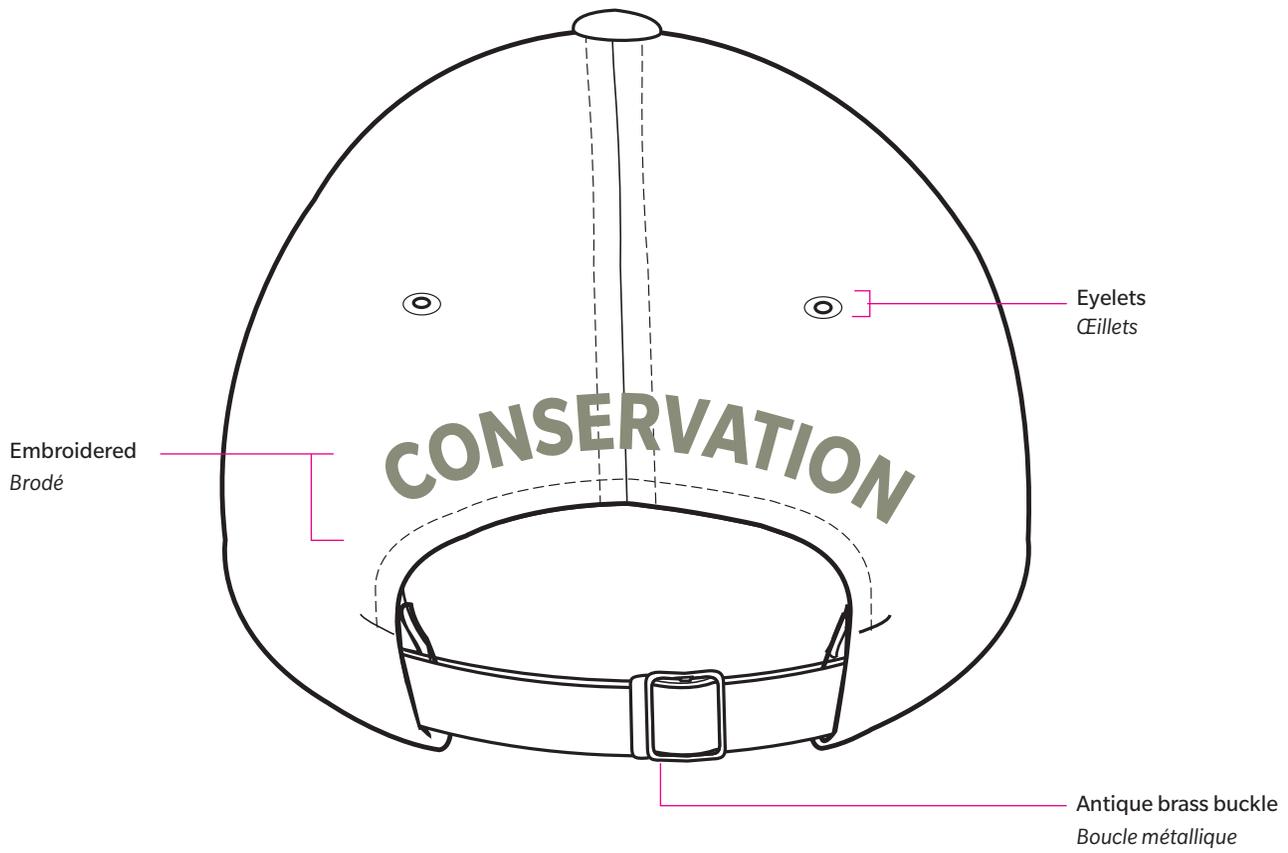
(1) DARK NAVY

BASEBALL CAP	EMBROIDERY
PANTONE TOTAL ECLIPSE 19-4010 TPX OR SIMILAR	PANTONE LONDON FOG 16-0207 TPX OR SIMILAR

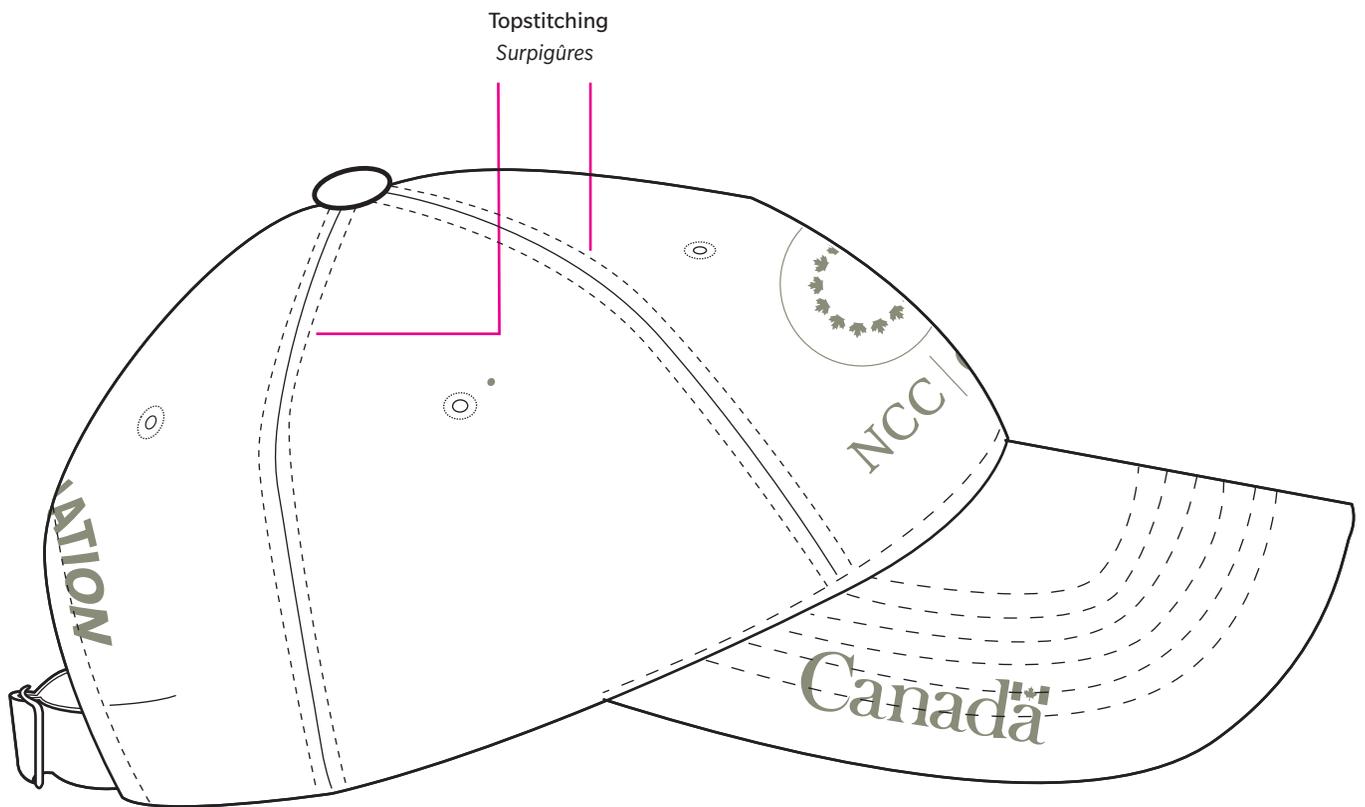
**COULEUR ALTERNATIVE**

(1) DARK NAVY

CASQUETTE DE BASEBALL	BRODERIE
PANTONE TOTAL ECLIPSE 19-4010 TPX OU SIMILAIRE	PANTONE LONDON FOG 16-0207 TPX OU SIMILAIRE



**BACK VIEW**  
**ARRIÈRE**



**SIDE VIEW**  
**CÔTÉ**



**FRONT VIEW**  
**AVANT**

**PREFERRED COLOUR COMBO: DARK NAVY**

PANTONE REFERENCE:

JACKET	EMBROIDERY
	
PANTONE TOTAL ECLIPSE 19-4010 TPX OR SIMILAR	PANTONE LONDON FOG 16-0207 TPX OR SIMILAR

**COULEUR PRÉFÉRÉE: DARK NAVY**

RÉFÉRENCE PANTONE:

MANTEAU	BRODERIE
	
PANTONE TOTAL ECLIPSE 19-4010 TPX OU SIMILAIRE	PANTONE LONDON FOG 16-0207 TPX OU SIMILAIRE

**ALTERNATIVE COLOUR 1**

(1) OD GREEN

JACKET	EMBROIDERY
	
PANTONE BRONZE GREEN 18-0317 TPX OR SIMILAR	PANTONE LONDON FOG 16-0207 TPX OR SIMILAR

**COULEUR ALTERNATIVE 1**

(1) OD GREEN

MANTEAU	BRODERIE
	
PANTONE BRONZE GREEN 18-0317 TPX OU SIMILAIRE	PANTONE LONDON FOG 16-0207 TPX OU SIMILAIRE

**ALTERNATIVE COLOUR 2**

(2) SPRUCE GREEN

JACKET	EMBROIDERY
	
PANTONE KOMBU GREEN 19-0417 TPX OR SIMILAR	PANTONE LONDON FOG 16-0207 TPX OR SIMILAR

**COULEUR ALTERNATIVE 2**

(2) SPRUCE GREEN

MANTEAU	BRODERIE
	
PANTONE KOMBU GREEN 19-0417 TPX OU SIMILAIRE	PANTONE LONDON FOG 16-0207 TPX OU SIMILAIRE

LIGHT JACKET (FALL/SPRING) - CONSERVATION OFFICERS  
(1/2)

SIZING AND PLACEMENT OF ARTWORK  
TO BE DETERMINED

MANTEAU LÉGER (AUTOMNE / PRINTEMPS) - AGENTS DE CONSERVATION  
(1/2)

LES DIMENSIONS ET L'EMPLACEMENT  
DES ILLUSTRATIONS RESTENT À ÊTRE DÉTERMINÉS



LIGHT JACKET (FALL/SPRING) - CONSERVATION OFFICERS (2/2)

SIZING AND PLACEMENT OF ARTWORK  
TO BE DETERMINED

MANTEAU LÉGER (AUTOMNE / PRINTEMPS) - AGENTS DE CONSERVATION  
(2/2)

LES DIMENSIONS ET L'EMPLACEMENT  
DES ILLUSTRATIONS RESTENT À ÊTRE DÉTERMINÉS



**FRONT  
AVANT**

**COLOUR MUST MATCH  
WINTER PANTS**

**PREFERRED COLOUR COMBO: DARK NAVY**

PANTONE REFERENCE:

JACKET	EMBROIDERY
PANTONE TOTAL ECLIPSE 19-4010 TPX OR SIMILAR	PANTONE LONDON FOG 16-0207 TPX OR SIMILAR

**LES COULEURS DOIVENT CORRESPONDRE  
AUX PANTALONS DE NEIGE**

**COULEUR PRÉFÉRÉE: DARK NAVY**

RÉFÉRENCE PANTONE:

MANTEAU	BRODERIE
PANTONE TOTAL ECLIPSE 19-4010 TPX OU SIMILAIRE	PANTONE LONDON FOG 16-0207 TPX OU SIMILAIRE

**ALTERNATIVE COLOUR 1**

(1) OD GREEN

JACKET	EMBROIDERY
PANTONE BRONZE GREEN 18-0317 TPX OR SIMILAR	PANTONE LONDON FOG 16-0207 TPX OR SIMILAR

**COULEUR ALTERNATIVE 1**

(1) OD GREEN

MANTEAU	BRODERIE
PANTONE BRONZE GREEN 18-0317 TPX OU SIMILAIRE	PANTONE LONDON FOG 16-0207 TPX OU SIMILAIRE

**ALTERNATIVE COLOUR 2**

(2) SPRUCE GREEN

JACKET	EMBROIDERY
PANTONE KOMBU GREEN 19-0417 TPX OR SIMILAR	PANTONE LONDON FOG 16-0207 TPX OR SIMILAR

**COULEUR ALTERNATIVE 2**

(2) SPRUCE GREEN

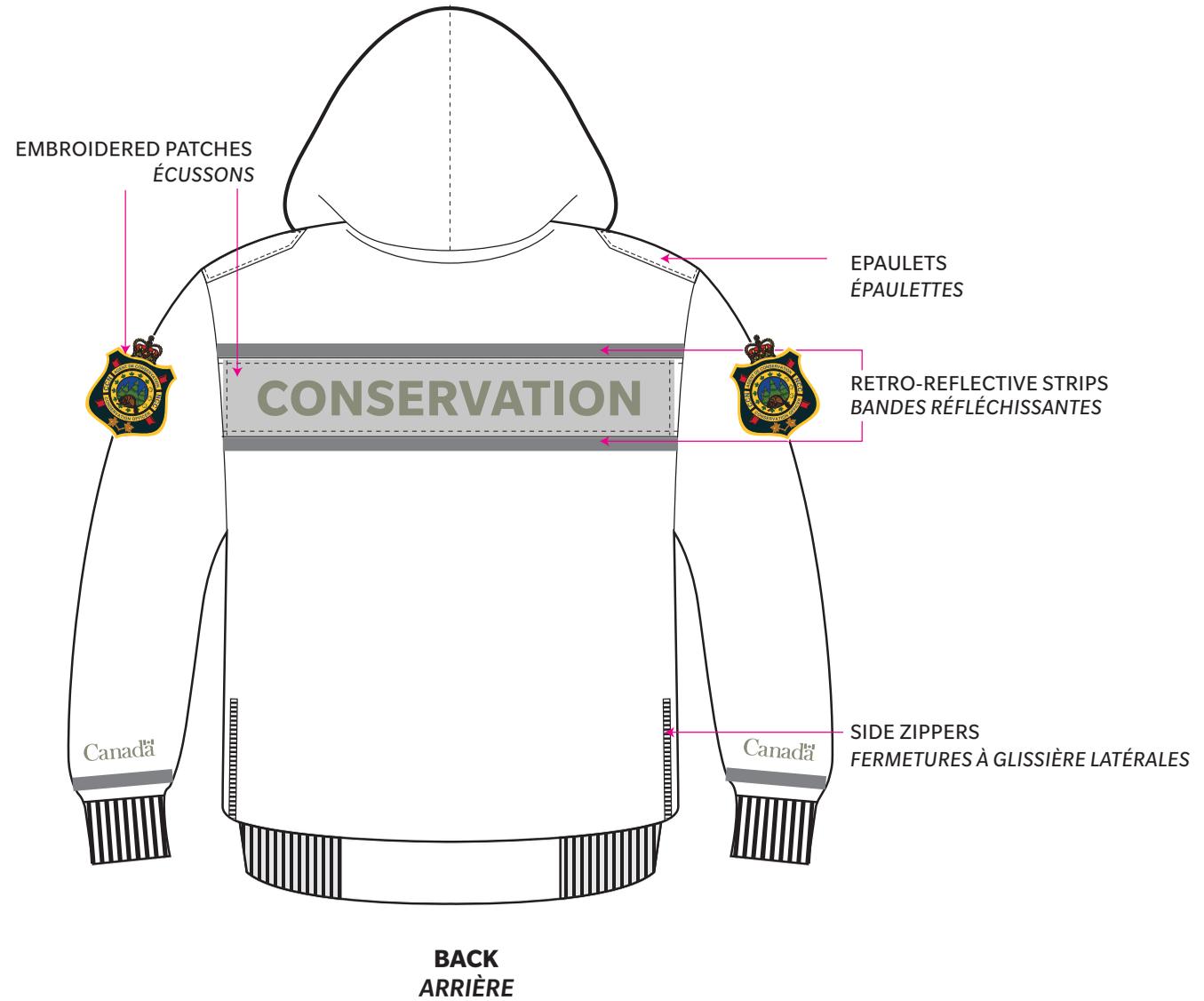
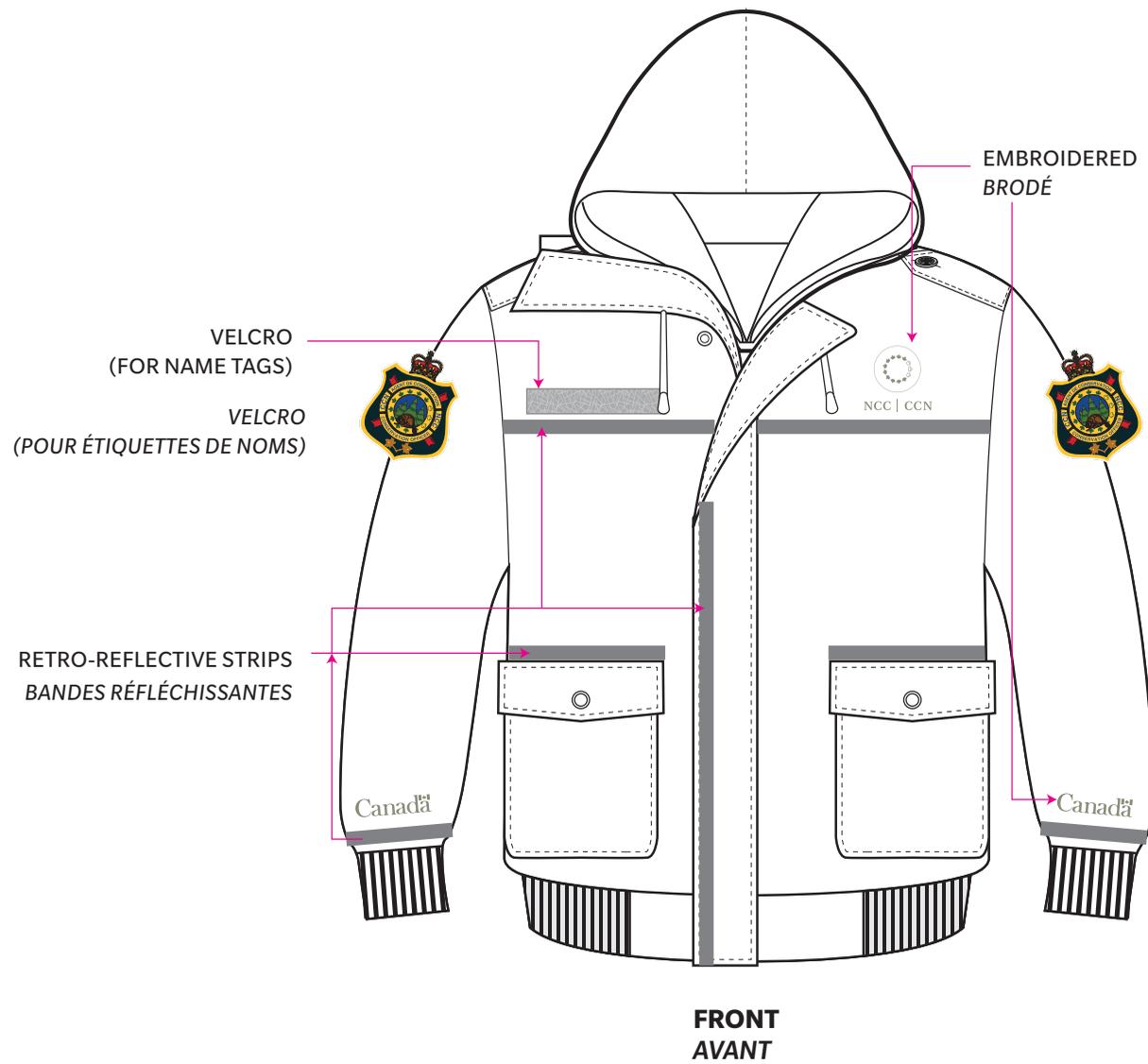
MANTEAU	BRODERIE
PANTONE KOMBU GREEN 19-0417 TPX OU SIMILAIRE	PANTONE LONDON FOG 16-0207 TPX OU SIMILAIRE

SHORT WINTER JACKET - CONSERVATION OFFICERS  
(1/2)

SIZING AND PLACEMENT OF ARTWORK  
TO BE DETERMINED

MANTEAU D'HIVER COURT - AGENTS DE CONSERVATION  
(1/2)

LES DIMENSIONS ET L'EMPLACEMENT  
DES ILLUSTRATIONS RESTENT À ÊTRE DÉTERMINÉS

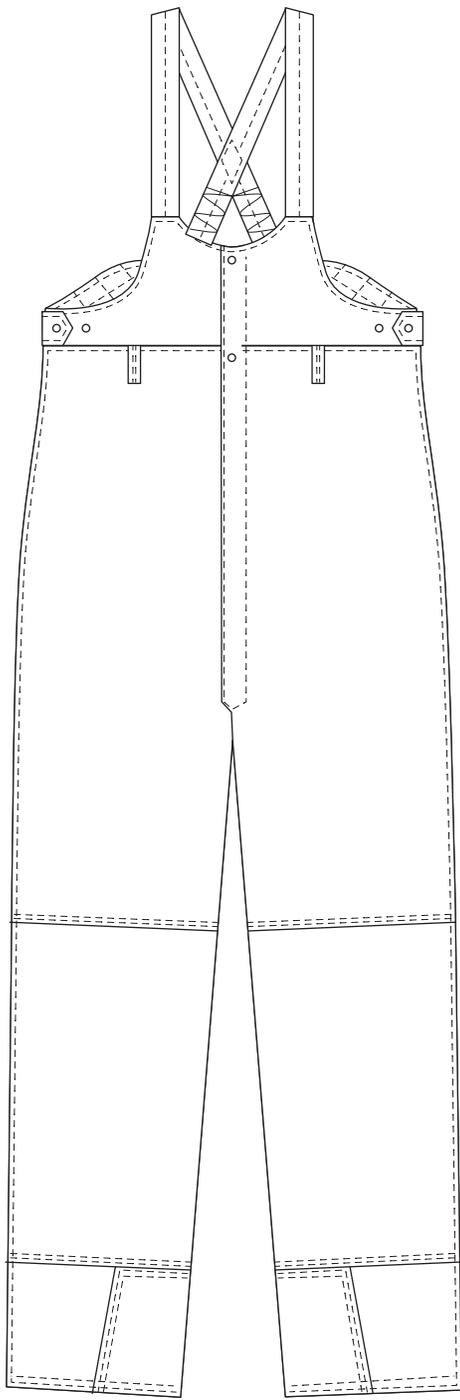


SHORT WINTER JACKET - CONSERVATION OFFICERS  
(2/2)

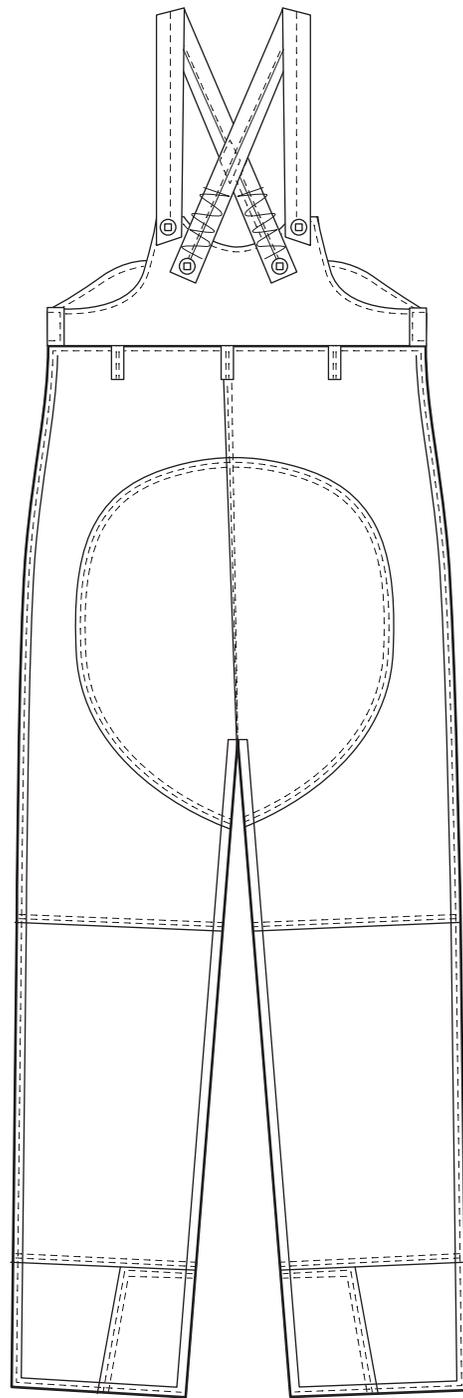
SIZING AND PLACEMENT OF ARTWORK  
TO BE DETERMINED

MANTEAU D'HIVER COURT - AGENTS DE CONSERVATION  
(2/2)

LES DIMENSIONS ET L'EMPLACEMENT  
DES ILLUSTRATIONS RESTENT À ÊTRE DÉTERMINÉS



**FRONT VIEW**  
**AVANT**



**BACK VIEW**  
**ARRIÈRE**

**COLOUR MUST MATCH  
WINTER COAT**

**PREFERRED COLOUR: DARK NAVY**

PANTONE REFERENCE:  
PANTS



PANTONE  
TOTAL ECLIPSE  
19-4010 TPX  
OR SIMILAR

**ALTERNATIVE COLOUR COMBO**

(1) OD GREEN  
PANTS



PANTONE  
BRONZE GREEN  
18-0317 TPX  
OR SIMILAR

(2) SPRUCE GREEN  
PANTS



PANTONE  
KOMBU GREEN  
19-0417 TPX  
OR SIMILAR

**LES COULEURS DOIVENT CORRESPONDRE AU  
MANTEAU D'HIVER**

**COULEUR PRÉFÉRÉE: DARK NAVY**

RÉFÉRENCE PANTONE:  
PANTALONS



PANTONE  
TOTAL ECLIPSE  
19-4010 TPX  
OU SIMILAIRE

**COULEUR ALTERNATIVE**

(1) OD GREEN  
PANTALONS



PANTONE  
BRONZE GREEN  
18-0317 TPX  
OU SIMILAIRE

(2) SPRUCE GREEN  
PANTALONS



PANTONE  
KOMBU GREEN  
19-0417 TPX  
OU SIMILAIRE

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## GOODS CONTRACTS

### General Conditions

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1. This order, including these general terms and conditions, forms the entire contract between the Commission and the contractor and no variation thereof, irrespective of the wording or terms of the contractor's acceptance, will be effective unless specifically agreed to in writing by the Commission. No local, general or trade customs shall be deemed to vary the terms thereof. Where the context requires, the word "goods" is to be read as including services.
2. Goods will be received by the Commission subject to final inspection and acceptance by the consignee, specified in this order and if not so specified, by any person authorized by the Commission. Goods found to be defective or not in compliance with the specifications may be returned to the contractor at the contractor's expense.
3. In supplement of and not by way of substitution for the terms of the specifications or any warranty stipulated or implied by law and notwithstanding prior acceptance by the Commission the contractor shall at any time within its standard warranty period, at its own expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship. The contractor shall state its standard warranty period and related terms and conditions at the time of delivery.
4. The contractor warrants that it has the right to use and sell any patented devices or parts used in the goods purchases and agrees to indemnify the Commission against any claims for royalties, license fees and other claims or demands by reason of the use or sale thereof, whether or not any such devices or parts are specified by the Commission or used by the contractor in the goods purchases without such specifications.
5. The goods shall be at the risk of the contractor who shall bear all loss or damage, from whatsoever cause arising which may occur to the goods, or any part thereof, until delivered to the Commission. The Commission reserves the right to change the place of delivery at any time prior to the actual shipment provided that the contractor shall be entitled to be reimbursed for any actual increased costs, or shall reduce the prices to the extent of any decrease cost arising out of such change.
6. Goods must be new and unused unless specified otherwise herein and delivered strictly in accordance with the quantities, specifications, terms and conditions of this order. Time shall be of the essence of this order.
7. The charges are F.O.B. destination and include all charges for packing, loading, unloading and transportation unless otherwise specified herein. Should the contractor prepay transportation charges which are payable by the Commission under the terms of this contract these charges are to be shown as a separate item on the invoice.
8. If carload shipment, shipping notices must be sent immediately to the Commission showing car number, initial and routing. Car service will be deducted from all cars that reach the Commission without shipping notice.
9.
  - i) The Chairman may, by giving notice to the Contractor, terminate or suspend the goods/services to be supplied with respect to all or any part or parts not completed/received.
  - ii) All goods/services completed/received by the Contractor to the satisfaction of the commission before the giving of such notice shall be paid for by the Commission in accordance with the provisions of the contract and, for all goods/services not completed/received before the giving of such notice, the Commission shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such goods/services.

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**GOODS CONTRACTS**  
**General Conditions**

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- iii) The Commission reserves the right to cancel or purchase elsewhere, any portion of this order that is not delivered by the date required by this order.
  
- 10. Unless otherwise specified in this order, payment will only be made in Canadian funds within 30 days following presentation of invoices or progress claims forms or within 30 days of delivery of the goods, whichever is later. Discounts will be calculated from the date when both the goods and acceptable invoices or progress claims forms are received by the Commission.
  
- 11. The total dollar amount shown on this order is final and unless otherwise specified herein includes all applicable Taxes (GST and PST) and duties.
  
- 12. No member of the House of Commons of Canada shall be admitted to any share or part of this contract or any benefits to arise therefrom.
  
- 13. This agreement shall ensure to the benefit of, and shall be binding upon the successors and assigns of the Commission and the contractor respectively, provided that the contractor shall not assign this agreement or any part of the development without prior written consent of the Commission, and any assignment made without such consent shall be of no effect.
  
- 14. All specifications, drawings, samples, patterns and dies furnished to the contractor by the Commission for use in respect of the order shall be deemed to be owned by the Commission and shall be returned to the Commission at the expense of the contractor when required.
  
- 15. WHMIS Regulations apply to Controlled Products.

New supplier / Nouveau fournisseur  Update / Mise à jour

Supplier No. / N° du fournisseur

**SUPPLIER-DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM  
FOURNISSEUR-FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

For NCC use only / À l'usage de la CCN seulement

**PART 'A' - IDENTIFICATION / PARTIE 'A' - IDENTIFICATION**

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)
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Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPPF	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPPF, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPPF, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non

Address / Adresse	Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :
Postal code / Code postal	( )	( )

**PART 'B' - STATUS OF SUPPLIER / PARTIE 'B' - STATUT DU FOURNISSEUR**

**IMPORTANT : CHOOSE ONLY ONE OF THE FOLLOWING/CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES:**

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide: / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	(3) Corporation / Société <input type="checkbox"/>			

Business No. (BN) / N° de l'entreprise (NE) -	<b>OR / OU</b>	SIN / NAS -
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GST/HST / TPS et TVH	QST / TVQ (Québec)
Number / Numéro : Not registered / non inscrit <input type="checkbox"/>	Number / Numéro : Not registered / non inscrit <input type="checkbox"/>

Type of contract / Genre de contrat	Contract for services only / Contrat de services seulement <input type="checkbox"/>	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>	Contract for goods only / Contrat de biens seulement <input type="checkbox"/>
Type of goods and/or services offered / Genre de biens et / ou services rendus :			

**PART 'C' - FINANCIAL INSTITUTION / PARTIE 'C' - RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE**

**Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire**

Branch Number / N° de la succursale	Institution No. / N° de l'institution :	Account No. / N° de compte :
Institution name / Nom de l'institution :	Address / Adresse :	Postal Code / Code postal :

**PART 'D' - DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' - AVIS DE PAIEMENT PAR DÉPÔT DIRECT**

E-mail address / Adresse courriel :

**PART 'E' - EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' - ADRESSE COURRIEL POUR ENVOYER LES CONTRATS**

E-mail address / Adresse courriel :

**PART 'F' - CERTIFICATION / PARTIE 'F' - CERTIFICATION**

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ( )			

**IMPORTANT**

Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).	Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).
Mail or fax to: Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	Poster ou télécopier à : Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

**SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

**Supplier Tax Information**

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor  
(613) 239-5678 ext. 5156 or [sylvie.monette@ncc-ccn.ca](mailto:sylvie.monette@ncc-ccn.ca)

**Direct deposit payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

**The advantages of direct deposit payment**

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

**Renseignements sur les fournisseurs aux fins de l'impôt**

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable  
(613) 239-5678 poste 5156 ou [sylvie.monette@ncc-ccn.ca](mailto:sylvie.monette@ncc-ccn.ca)

**Renseignements sur le paiement par dépôt direct**

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

**Avantages du paiement par dépôt direct**

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.