acquisition method used for the purchase of about 80 per cent by number of all U.S. military acquisitions. Because considerable competition is expected for each IFB, it is conducted in strict accordance with clearly defined procedures. Acceptance by the U.S. agency of a bid will result in an immediate award and thus the bid document must be considered as a binding contract at the time of submission.

The IFB will define, in its clauses, any restrictions which would preclude the award of a contract to a particular bidder.

The accepted bid immediately becomes a legally binding contract, therefore care must be taken to avoid errors in prices and delivery commitments and misinterpretations of packaging requirements, specifications, etc. Changes to a bid cannot be made after bid opening unless the successful bidder wishes to make his bid more attractive to the U.S. agency.

Since many clauses in U.S. bid documents do not apply to Canadian companies, any questions regarding these clauses should be cleared with CCC.

Original bids should be submitted to the office designated in the IFB in order to be received no later than the exact date and time set for the closing of the bids. If a bid is not received to meet the closing date, it will still be considered if it can be proved that it was mailed at least five (5) days in advance of the opening date. The only acceptable proof of mailing date is an automated cancellation of the wrapper of the package containing the bid. Bids normally must be submitted in writing, but can be modified by telex, telegram or facsimile prior to bid opening, if bid sets so direct.

A copy of the bid must also be submitted to CCC not later than five working days prior to the exact time set for the closing of bids.

6.5 Request for Proposals (RFP) (Negotiated)

The RFP is a competitive acquisition in most instances, usually directed to firms which are specifically known by the procurement agency to possess the capability to respond. It is the acquisition method used for the purchase of about 80 per cent of the dollar value of all U.S. military procurements. It is normally the subject of competition. However an RFP can be issued on a sole source base, with subsequent negotiations conducted with the prospective contractor. Your response to an RFP should be submitted in the manner described above for an IFB.

A proposal in response to an RFP is a firm offer for the period of time stated in the proposal. It may be withdrawn by notice in writing to the U.S. acquisition agency prior to acceptance of the proposal (6.9). Although the RFP is used for negotiated acquisition, award may be made and a binding contract issued on the basis of the initial proposal. Should the U.S. acquisition agency initiate negotiations to vary the terms of the initial proposal, signature of both CCC and the U.S. agency is required for a contract to exist.

6.6 Request for Quotation (RFQ)

The RFQ is a solicitation of price and availability and consequently the response to an RFQ is not irrevocably binding. A response to an RFQ is considered by the U.S. agency to be information rather than a firm offer, and a time period may be stated for which the information in the quotation is valid. An order placed on the basis of a response to an RFQ is subject to acceptance by the offerer.

6.7 Currency

Bids shall be in terms of U.S. currency. Contracts placed as a result of such sealed competitive bidding shall not be subject to adjustment for losses or gains resulting from fluctuation in exchange rates.

Proposals and quotations, however, may be in U.S. or Canadian currency. Canadian firms usually, at the time of submitting the offer, elect to quote and receive payment in U.S. currency. Contracts arising provide for payment in U.S. currency and are not subject to adjustment for losses or gains resulting from fluctuation in exchange rates.

6.8 CCC's Solicitation Activity

When bid sets from U.S. military acquisition agencies are received by the CCC they are submitted to close scrutiny to determine whether they are suitable for solicitation of Canadian firms. Suitability depends upon the following:

a) adequacy of time for bid preparation;
b) knowledge of one or more Canadian sources with a known capability or interest;
c) the absences of terms or conditions which would restrict or prohibit the possibility of an award to a Canadian seller.

6.9 Submission of Offers

Canadian firms must submit their offers according to 6.4. An exception to this procedure may occur for small purchases of U.S. $25,000 and less, in which case the U.S. military acquisition agency may solicit Canadian firms, receive bids, and issue a contract directly to the successful bidder.

When Canadian companies receive solicitation documents from sources other than the Canadian Commercial Corporation, they should immediately notify CCC of their intent to bid.

6.10 Sources of Contract Opportunities

Many sources of information are available to Canadian firms to keep informed of and explore contract opportunities offered by the U.S. procurement agencies. Some of the sources are identified in the following paragraphs.

6.11 U.S. Bidders Mailing Lists

A Bidders Mailing List is usually maintained by the U.S. acquisition agencies for each commodity. Canadian firms wishing to be listed for the appropriate commodities must apply to CCC, which will ask for detailed information of the company's engineering, manufacturing and financial capabilities before endorsing a company's request for listing.