

Since many clauses in standard bid documents do not apply to Canadian companies, any questions regarding these clauses should be cleared with CCC/ESC by telephone.

Bids should be submitted so as to be received in the office designated in the IFB not later than the exact time set for the closing of 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 a postal receipt bearing a legible postmark on the wrapper of the package containing the bid. Bids normally must be submitted in writing, but can be readjusted by telex or telegram prior to bid opening, if bid package so directs.

A considerable amount of bid information is available from the U.S. military command concerned or from private U.S. agencies for a fee. This information can be of much assistance to a bidder and it is suggested the Canadian company contact the local Canadian Trade Commissioner regarding procedures, etc.

2.1.3.2 Request for Proposal (RFP)

The RFP is a competitive acquisition in most instances, open only 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.

An RFP can be issued on a sole source, with subsequent negotiations conducted with the prospective contractor through a "best and final offer" process.

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 It may be withdrawn by the company by notice in writing to the U.S. acquisition agency prior to acceptance of the proposal. Although the RFP is used for negotiated acquisition, award may be made and a binding contract come into being 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.

2.1.3.3 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.

NOTE: BIDS, COMPETITIVE PROPOSALS AND QUOTATIONS ARE TO BE MADE IN UNITED STATES CURRENCY, AND THE RISK OF FLUCTUATION IN THE EXCHANGE RATE WILL BE TO THE ACCOUNT OF THE CANADIAN COMPANY, NOT TO CCC.

Negotiated sole source offers (RFPs, RFQs) may be submitted in terms of Canadian currency. (DAR 6-504.1a(4))

2.1.4 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 absence of terms or conditions which would restrict or prohibit the possibility of an award to a Canadian supplier, etc.

Each Bid Set declared biddable is assigned to an Enquiries Officer. This officer is responsible for all administrative aspects of that requirement i.e.:

- a) the make-up and issuance of the solicitation to the identified Canadian sources,
- b) provision of supplemental information, amendments, etc.,
- c) assistance to the companies in the preparation of the bid, proposal or quotation,
- d) receipt and examination of the company offer to the Corporation,
- e) preparation and submission of the CCC response to the U.S. bid set,
- f) follow-up and all other activity up to the receipt of a contract by CCC, an award to other than a Canadian firm, or cancellation of the requirement.

Contracts received by CCC from Canadian bids are assigned to CCC purchasing branches for award to the Canadian bidder; the purchasing branch Engineering Procurement Officers are responsible for both the contract between CCC and the U.S. military acquisition agency and the ensuing contract between CCC and the Canadian firm.

It should be noted that, regardless of the channel through which a Canadian firm receives a solicitation from a United State acquisition agency, any response must be submitted to the Canadian Commercial Corporation, Ottawa. An exception to this procedure frequently occurs for small purchases of \$10,000 (U.S.) 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. The mailing address of CCC is:

Canadian Commercial Corporation
7th Floor, Tower "C"
Place du Portage, Phase 3
11 Laurier Street
Hull, Quebec, K1A 0S6