

**REQUEST FOR PROPOSAL
ICE RINK PANEL BOARD SYSTEM**

NCC FILE NO.
NO DE DOSSIER DE LA CCN:

AL1510

ADDRESS ENQUIRIES TO: Allan Lapensée TEL: 613-239-5678 ext/poste 5051 FAX : 613-239-5007 Email: allan.lapensee@ncc-ccn.ca	INVITATION DATE/DATE DE L'APPEL D'OFFRES: April 30, 2014
	BID CLOSING/CLÔTURE DE L'OFFRE: May 27, 2014 at 3 p.m. EDT
RETURN TO: →	National Capital Commission 3rd floor service centre 40 Elgin Street Ottawa, Ontario K1P 1C7 Submission to refer to NCC tender file # AL1510

This page of these RFP instructions is to be dated, signed and returned with your proposal, thereby acknowledging having read, understood and accepted the Request for Proposal which includes the Terms of Reference (TOR), and any/all other attachments referred to herein

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).		
Contractor's Name and Address Tel: Fax:	Print Name	Date
	Signature _____	

ADDENDUM ACKNOWLEDGEMENT: I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price.	_____ Bidder to enter number of addenda issued, if any.
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1. Submit three (3) duplicate copies of the technical proposal and one (1) sealed envelope of your financial proposal to provide goods and/or services to the National Capital Commission (referred to as the "Commission" or the "NCC"), as per the attached Terms of Reference (ToR). Also include within your technical proposal a direct deposit and tax information form.
2. As a green initiative, the NCC requests that the Technical Proposal follow these green practices:
 - use recycled paper products
 - print double sided
 - use a maximum font of 11
 - no binders and/or plastic sheets (note plastic/metal spirals are acceptable)
3. Questions and requests for clarification from proponents will be accepted until 12:00 noon EDT on May 16, 2014. Throughout the RFP bidding process, the NCC shall endeavour to provide responses to inquiries (by the issuance of addenda) deemed relevant by the NCC and received in writing by the Contracting Authority. Only information provided in addenda shall be considered to be an integral part of the RFP and any resulting contract. Your questions and requests for clarifications must be submitted in writing and addressed to Allan Lapensee at email allan.lapensee@ncc-ccn.ca.
4. The proposal is to include all relevant information as defined in the Terms of Reference (ToR) in order to evaluate that the proposed bidder's ice rink panel board system is compliant.
5. An all-inclusive lump sum price must be signed and submitted in a sealed price envelope separate from the technical proposal documents. The all-inclusive lump sum price must include for all fees, shipping costs and other related expenses and disbursements.
6. Proposals complying with all of the requirements of the Terms of Reference and the bidder qualification (mandatory requirement) will be considered as technically admissible. The selected proposal will be the one that presents the lowest cost including taxes. The NCC is subject to all applicable federal and provincial taxes. Note the NCC will self-assess applicable provincial taxes if the bidder is not registered to collect those taxes.
7. A debriefing of a Proponent's Technical Proposal will be provided, if requested to the NCC 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.

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 Conditions for Goods Contracts will also form part of the resulting contract.
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 proponent and/or any/all proponents.
12. Facsimile or e-mail transmittal of proposals are not acceptable.
13. Proposals will be held in strict confidence. There will not be a public opening of the proposals submitted for this project. Notwithstanding the foregoing, proponents are advised that as a Crown Corporation, the Commission is subject to the provisions of the Access to Information Act (ATI 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 ATI Act.
14. This Request for Proposal and any contract resulting there from is to be interpreted, construed, governed by, and the relation between parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein.
15. The Commission shall not be obligated to reimburse or compensate any proponent, its sub-contractors or manufacturers in Request for Proposal way 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.

Terms of Reference

ICE RINK PANEL BOARD SYSTEM

Supply and Deliver

Official Residences

National Capital Commission

April 2014

Terms of Reference

PART 1 GENERAL

1.0. GENERAL

1. Comply with all requirements of the Terms of Reference.

1.1. WORK INCLUDES

1. The work of this Section shall include, but not be limited to, the following:
Manufacture, supply and delivery of a complete factory prefabricated, In-line ice rink board system at Rideau Hall, 1 Sussex Drive, Ottawa, Ontario.
2. Deliver no later than September 31, 2014.

1.2. REFERENCES

1. ASTM B221-93 Specification for Aluminium-Alloy Extruded Bars, Rods, Wire, Shapes, and Tubes

1.3. BOARD SYSTEM DESCRIPTION

1. Panelised ice rink board system of prefabricated, lightweight, removable modular panel sections having 1-1/2" x 5" structural aluminium framing and High Molecular Weight Polyethylene (HMWPE) facing, [1067 mm (3'-6")] to [1200 mm (4'-0")] high and not more than 2440 mm (8'-0") long, with cap rail, kick plate, thresholds. Anchoring system to be freeze in foot plates/brackets. To fit an area of 51.8 m x 20.1 m (170 x 66 ft).
2. Gates and hardware.
3. Removable anchor bolt system for securing to turf and soil substrate

1.4. DESIGN AND PERFORMANCE REQUIREMENTS

1. Design aluminium members in accordance with CAN3-S157.

1.5. SUBMITTALS

Shop Drawings

1. Shop drawings shall show, in appropriate scale, dimensions, details of ice rink board system, methods of joining, fastening, joint locations, finish of materials, methods of anchoring, sizes of anchorage's, hardware, installation procedures, details of other pertinent components of the work, and adjacent constructions to which work of this Section will be attached.
2. Shop drawings shall indicate dimensioned layout and placement drawings for installation on turf /soil substrate
3. Submit samples of materials, finishes and colours for review.

Operation and Maintenance Data

1. On completion of installation, supply three copies of instructions covering removal and replacement of panel system, adjustments, other relevant operating and maintenance data.

1.6. **BIDDER QUALIFICATIONS – MANDATORY REQUIREMENT**

1. **Experience**

A bidder must have a minimum of 5 years satisfactory experience manufacturing arena board systems and must have personnel skilled in the type of work required for manufacturing.

1.7. **WARRANTY**

1. Warranty the product of this Section against defects in materials and workmanship for a period of two (2) years from the date of delivery. Misuse, abuse and/or accident not caused by normal use are excluded.

1.8. **MAINTENANCE - EXTRA MATERIALS**

1. In addition to quantities required for the Work, supply and deliver extra materials and products to be stored by the Owner as follows: Fifty additional painted screws of each colour required for fastening of HMWPE facings.
2. Deliver extra stock to Owner in cartons clearly labelled to identify contents requiring storage facilities. Place extra stock in the designated storage area where directed

PART 2 PRODUCTS

2.0. **MANUFACTURERS**

Manufacturers must be able to supply the required goods and services in accordance with these specifications. Use of specific requirements set forth in the specification does not preclude the use of equivalent products by approved manufacturers, but are given for the purpose of establishing a standard of design, quality of materials, product content, construction and workmanship.

Manufactures who wish to provide an equivalent must follow the procedures outlined **below:**

Applications for Approval Certificates

Wherever materials are specified by trade names or by manufacturers' names, the tender shall be based on the use of such materials. During tendering period, alternative materials will be considered if full descriptive data are submitted in writing at least seven calendar days before the tender closing date. Approval of submission will be signified by the issuance of an addendum to the tender documents.

2.1. **MATERIALS**

1. Aluminium Extrusions: ASTM B221, 6005-T5 alloy and temper, in a **Clear Anodized finish**.
2. High Molecular Weight Polyethylene (HMWPE): High impact, integrally coloured, high-molecular polyethylene, bright white and other colours as specified, UV stabilized for outdoor applications.
3. Hardware: Stainless steel.
4. Fasteners: Zinc plated steel unless otherwise specified.
5. Anchors (for rink board panels): System to be freeze in foot plates/brackets. Stainless Steel.

Mill finished, welded aluminum components or welded galvanized steel framing are not equivalent.

2.2. FABRICATION

2.2.1 General

1. As far as practical, execute fitting and assembly in the shop with the various parts or assemblies ready for erection at the project site.
2. Accurately fit together all joints, corners and intersections. Match components carefully to produce continuity of line and design.
3. Provide devices for anchoring the assemblies to the substrate with adjustment to permit correct and accurate alignment.
4. Fabricate anchoring and board support devices required to secure the work of this Section. Supply anchors and layout drawing, where required to be built into work of other Sections.
5. System components shall be numbered for ease of installation, disassembly, and reinstallation.

2.2.2. Rink Panels

1. Ice rink panels shall be factory prefabricated in demountable sections. The design of all panels whether straight, curved or in which a gate is located shall be similar. Each panel shall be made of extruded aluminium box sections with clear anodized finish assembled into frames using high strength fasteners. No welding can be done to the aluminium extrusions. Frames shall allow for fastening of the HMWPE facing and anchoring at base. Ensure flush mating of the HMWPE facing at arena panel joints.
2. Typical sections shall consist of three vertical posts and three horizontal stringers. Frames shall be connected end to end with heavy-duty bolts and shall be connected to support structure at the posts with aluminium anchor brackets., 3 verticals per frame are required to allow for the expansion and contraction of the HMWPE facing HMWPE Facing is to be split into a maximum of 48" Wide Sections.
3. Standard size of straight rink panels shall be 2440 mm (8'-0") long, [1067 mm (3'-6")] high.
4. The playing surface side of the rink panel shall be faced with 12 mm (1/2") nominal thickness, high molecular, integrally coloured white high density polyethylene (HMWPE) facing. Both sides of the arena facing shall have smooth surfaces. Colour of arena facing shall be identical on both sides. Outdoor applications to have ultra violet stabilised, high-molecular weight polyethylene.
5. The HMWPE facing shall be attached to the arena board framing with 6 mm (1/4") diameter screws. Heads of screws shall be painted to colour match panel facing, kick plate or cap rail sill as appropriate. Spacing of the screws shall not exceed 305 mm (12") on centre
6. Provide a 12 mm (1/2") thick colour impregnated HMWPE cap rail fastened to top horizontal framing member. Both edges of cap rail shall have a smooth and rounded edge, to have ultra violet stabilised, high-density polyethylene.
7. Standard colour of cap rail shall be blue (selection blue shade within standard colour types available)

2.2.3. **Decorative Panels**

1. Decorative panels shall consist of removable 4.5mm (3/16") clear polycarbonate sheets fastened to the playing surface side of the HMWPE facing material and matching the HMWPE in size. These panels shall be held in place with colour match fasteners.

2.2.4. **Gates**

1. Access gates shall be built into standard 2440 mm (8'-0") sections and shall be 760 mm (2'-6") wide, left or right hand swing. Gate latch shall be a single latch type, with rink side access.
2. A flush mounted push-button latch shall be incorporated in the top sill of the cap rail on the playing surface entrance gates to the penalty boxes, player boxes and playing surface access gates. The push button shall be 3" in diameter. The push-button shall be designed to be simple to operate yet prevent accidental opening.
3. Equipment gates shall be double gates with an [2440 mm (8'-0")] and [3660 mm (12'-0")] opening. Gates shall be provided with two clamping handles and one retractable pin.
4. Each equipment gate unit shall be equipped with adjustable heavy-duty spring loaded swivel casters and adjustable tie-rod tension bars.
5. Hinge assemblies shall be constructed of 6mm (1/4") stainless steel. The hinge pins shall be minimum 16 mm (5/8") diameter.

2.2.5. **Kick plates**

1. Kick plates shall be fabricated of 12 mm (1/2") thick nominal HMWPE colour impregnated sheets in 200 mm x 2440 mm (7 7/8" x 8'-0") segments. The kick plate shall be fastened to the bottom of the arena panel using fasteners coloured to match the kick plate, to have ultra violet stabilised, high-density polyethylene.
1. Standard colour of kick plate shall be blue

2.2.6. **Thresholds**

1. Thresholds of access and public gates shall be 38 mm (1 1/2") above floor [rink] level.

2.2.7. **Board Anchors**

1. All panel boards shall be tightly fastened to the turf /soil substrate by means of stainless steel foot and system.
2. The manufacturer shall provide instructions for placement of the anchors and for providing snap-in plugs with flush tops to fill the anchors when the boards are removed.

2.3. **FINISH**

1. All aluminium shall be clear anodized finish, Aluminium Association designation AA M12C22A31 0.005 mm (0.0002 in.) minimum coating thickness.
2. Plating: All nuts, bolts and fasteners shall be clear zinc electroplated or cadmium plated. All door hardware, anchors and anchor bolts shall be stainless steel.

PART 3 EXECUTIONS

3.0. **NCC INSPECTION**

1. Before commencing erection by NCC staff, NCC to examine the Sections after delivery for quality and workmanship.
2. NCC to report immediately in writing to the successful contractor all discrepancies in accuracy and suitability, conditions that will adversely affect the installation and permanency of the work of the product.

3.1. **PREPARATION**

1. Supply all anchors and similar items, required to be installed in the work of other Sections. Provide instruction for proper installation and arrangement.
2. Space anchors at centres specified on manufacturer's shop drawings.

END OF SECTIONS



GENERAL TERMS & CONDITIONS GOODS

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.

GENERAL TERMS & CONDITIONS
GOODS

- 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.
 - 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.

Supplier No. / N° du fournisseur

New supplier / Nouveau fournisseur Update / Mise à jour

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

**SUPPLIER – DIRECT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT**

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)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP			
			<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 LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, 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

(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"/>	SIN – mandatory for (1) & (2) / NAS – obligatoire pour (1) & (2)	Corporation / Société <input type="checkbox"/>	Business No. (BN) / N° de l'entreprise (NE)	
GST/HST / TPS et TVH		QST / TVQ (Québec)		
Number / Numéro : <input type="checkbox"/>		Number / Numéro : <input type="checkbox"/>		
Not registered / non inscrit <input type="checkbox"/>		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' – PAYMENT NOTIFICATION / PARTIE 'D' – AVIS DE PAIEMENT

E-mail address / Adresse courriel :

PART 'E' – CERTIFICATION / PARTIE 'E' – 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 Assistant, Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax: (613) 239-5007	Poster ou télécopier à : Assistant à l'approvisionnement Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

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

**FOURNISSEUR – FORMULAIRE DE PAIEMENT 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: Marcel Sanscartier, Manager, Accounts Payable and Receivable – (613) 239-5678 ext. 5241 or marcel.sanscartier@ncc-ccn.ca

Direct 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.

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 payment

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

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

Funds made by direct 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 : Marcel Sanscartier, Gestionnaire, comptes fournisseurs et comptes clients – (613) 239-5678 poste 5241 ou marcel.sanscartier@ncc-ccn.ca

Renseignements sur le paiement 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 vous sera envoyé par courriel.

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 direct

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

Avec les paiements 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 direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.