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# Introduction

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## **AUTHORITY**

Under the authority of the *Department of Public Works and Government Services Act*:

"21.(1) The Minister may fix terms and conditions of contracts, and instructions and terms and conditions with respect to other documents relating to contracts and their formation.

Designation (2) The terms and conditions and instructions may be identified by number or other designation and may be incorporated in a contract or other document by reference to their number or other designation.

Publication (3) The Minister may, by regulation, prescribe the electronic or other means by which a term, condition or instruction, including its identification number or other designation, shall be published."

## **DISTRIBUTION**

The *Standard Acquisition Clauses and Conditions (SACC)* Manual is produced in two electronic versions - HTML and PDF. Both versions contain information on current clauses and conditions as well as instructions on how these clauses and conditions are used. They also provide the reader with the complete text of previous general conditions, supplemental general conditions and/or clause found in the Manual, that have been either cancelled or superseded.

## **STRUCTURE**

The Manual has been organized to follow the progression of information presented in procurement documents:

### **Section 1 - Standard Instructions and Conditions**

Previously printed on the reverse of page 1 of solicitations and contracts, or included as attachments, these instructions and conditions are now identified in standard clause A0000T, located at the beginning of the clause section in procurement documents.

### **Section 2 - Templates and Forms**

#### **Departmental Plain Language Standard Procurement Templates for Goods and Services**

This section provides templates for Low Dollar Value and Medium Complexity requirements as well as the procedures for their use.

The development of the Plain Language Standard Procurement documents is an on-going initiative whose objectives are to standardize procurement terminology, simplify the language, and ensure more consistency and uniformity in acquisition documents issued by the Department.

#### **Forms**

This section contains a listing of PWGSC forms available on PWGSC Website and which are commonly used in the procurement process, such as PWGSC-TPSGC 1111, Claim for Progress Payment, and PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments. A number of forms commonly-used in real property contracting are also included.

### **Sections 3 and 4 - General Conditions and Supplemental General Conditions**

1. These sections present those sets of standard conditions which form the foundation upon which all procurement documents issued by PWGSC are built.

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- (a) Section 3, General Conditions, defines the basic sets of conditions which apply to specific classes of contracts (e.g. 9601, General Conditions - Long Form).
  - (b) Section 4, Supplemental General Conditions, addresses areas unique to specific subclasses of contracts (e.g. 1028, Ship Construction - Firm Price).
2. Each section/article within a condition set has been given its own effective date. The condition set as a whole has also been given an effective date which is reflected in section 00 and is determined by the latest revision date of one or more of its sections.

## Section 5 - Standard Procurement Clauses

1. This section contains a collection of national procurement clauses, common to various classes of contracts. The full text of individual clauses, incorporated by reference into a bid solicitation or contract by their Number, Title and Effective Date, can be found in this section of the Manual. Each subsection (A-Z) is devoted to a particular subject area. Please note that some subsections have not been assigned at this time.
2. Clauses may be identified by their numbers which break down as follows:
  - (a) the first alphabetic character (A-Z) indicates the subsection in Section 5;
  - (b) the four numeric characters (0000-9999) indicate the clause's position within the numeric sequence of the subsection;
  - (c) the final alphabetic character (T, C or D) indicates the type of document in which a given clause would be used (i.e. T = Tender; C = Contract; D = Dual purpose, used in both tenders and contracts).

Example: Clause C0004T - Price Certification. This is the fourth sequential clause found in subsection C - Price, of Section 5 and is used in Tender (solicitation) documents.

## USE OF THE MANUAL

### 1. Incorporation by Reference clauses (R)

Bid solicitations and contracts will contain references to specific clauses and general conditions which will apply to that particular requirement. Clause references will include the clause number, its effective date and its title (e.g. B1504D (16/02/98) State of Charge). All clauses referred to in this manner can be found in Section 5 of this Manual.

### 2. Fill-in clauses (F)

Clauses which require the insertion of specific information by the contracting officer or the supplier (fill-in clauses) will be produced in full on procurement documents.

**NOTE:** In the case of discrepancies in clause versions between solicitation documents and the Manual, any clause appearing in full text in a procurement document will override any version set out in the Manual.

### 3. Updates

Any standard clause, and any condition or instruction set, used or referenced in a bid solicitation or contract may be updated from time to time. When this happens, the version used in an already-issued document will remain in effect in that document, unless the updated version is legally incorporated.

## ENQUIRIES

Enquiries on the content of the Manual may be directed to the Webmaster:  
mailto:NCR.ACQ.Webmaster@pwgsc.gc.ca.