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**Annex 3.4: Division of Responsibilities Between PWGSC in Support of CIDA's Grant-Aid Program**

1. Public Works and Government Services Canada (PWGSC) and Canadian International Development Agency (CIDA) have formerly agreed to a division of responsibilities between the two departments for the acquisition of materiel by PWGSC in support of CIDA's Aid Programs.
2. Those responsibilities apply when procurement is undertaken by PWGSC for goods and services for CIDA's programs:
  - a) material and related services;
  - b) food;
  - c) overseas transportation.
3. To facilitate the agreed division of responsibilities, each phase of the procurement process has been broken down into sub-activities and the responsibility for each Sub-activity has been identified.
4. PWGSC shall adhere to the responsibilities as agreed and shall provide CIDA with the procurement planning, tendering, contracting, contract administration and other services necessary for the procurement of goods including food and related services requisitioned by CIDA.

PWGSC will also provide a procurement unit, located within CIDA's Procurement Division, to assist both PWGSC and CIDA to achieve improved efficiency and effectiveness of the PWGSC mode of non-food aid procurement. The services to be provided by this group, and the method of reimbursement to PWGSC for those services, are the subject of a separate agreement to be ratified each year by the Director General, Industrial and Commercial Products and Standardization Services Sector, PWGSC, and the Director General, Operations Services Branch, CIDA.

5. CIDA shall adhere to the responsibilities as agreed and shall be accountable and responsible for the planning, programming, implementation, co-ordination, control, execution and evaluation of the programs and projects undertaken by the Agency.
6. Resolution of any issues is the responsibility of the CIDA's Procurement Division and the Business Development and Operations Directorate, PWGSC. Should they be unable to resolve an issue, the matter will be referred to their respective higher authorities.
7. PWGSC shall permit and facilitate CIDA's participation in any or all phases of procurement including tender evaluation when CIDA requests such participation either on the PWGSC requisition or under separate cover.

When occasions arise that the CIDA project team believes that it requires access to tender submissions, proposals and/or quotations or other contractual documents which PWGSC has designated as protected, a CIDA Procurement Division officer identified by the Procurement Division will, on behalf of the CIDA project team, confer with the appropriate PWGSC procurement sector, review the necessary documents at the convenience of both parties and advise the CIDA project team of the review of the files. The information provided by PWGSC will be treated as sensitive by CIDA.

**Annex 3.4.1: Division of Responsibilities Between PWGSC and CIDA for the Entire Procurement Cycle, Goods and Services**

**Sub-activity Description**

**A: Procurement of Goods**

- A.1 Finalization of list required.
- A.2 Preparation of specifications.

**Responsibility for Sub-activity - CIDA  
Information - PWGSC**

- A.3 Preparation of requisitions.

**Responsibility for Sub-activity - CIDA  
Participates in Sub-activity - PWGSC**

- A.4 Approval of Requisitions and Commitment of Funds and completion of supplementary information sheet on documentation, packaging, and labelling.

**Responsibility for Sub-activity - CIDA**

- A.5 Methods of supply (tender, standing offer, sole source).
- A.6 Preparation of draft bidder's list (including assessment of suppliers previous performance).
- A.7 Development of criteria and methods of bid evaluation.
- A.8 Preparation of solicitation documentation, and recommendation to project team on bid bonds or performance bonds, penalty clauses for late delivery, etc.

**Responsibility for Sub-activity - PWGSC  
Participates in Sub-activity - CIDA  
(A.6, A.7 and A.8 - if CIDA so requests)**

- A.9 Bid evaluation:
  - a. technical evaluation as required;

**Responsibility for Sub-activity - CIDA  
Participates in Sub-activity - PWGSC**

- b. time, cost, and "offer" evaluation;
- c. recommendation for selection of supplier(s).

**Responsibility for Sub-activity - PWGSC  
Participates in Sub-activity - CIDA  
(A.9 [b] and [c] - if CIDA so requests)**

- A.10 Prepare draft procurement contract.

**Responsibility for Sub-activity - PWGSC  
Information - CIDA**

A.11 Negotiate contract.

A.12 Obtaining contract approval(s).

**Responsibility for Sub-activity - PWGSC**

A.13 Prepare and issue contract.

A.14 Approval of samples (if required).

**Responsibility for Sub-activity - PWGSC  
Information - CIDA**

A.15 Changes to scope of contracts:

a. approve changes to statement of requirements, and/or terms and conditions;

**Responsibility for Sub-activity - CIDA  
Participates in Sub-activity - PWGSC**

b. negotiate change and authorize contractor to proceed.

**Responsibility for Sub-activity - PWGSC  
Participates in Sub-activity - CIDA**

A.16 Contract Administration including:

- a. expediting and follow-up of delivery schedule compliance;
- b. monitor if supplier is in production (no strikes, lockouts, bankruptcies);
- c. monitor and action authorized change(s) compliance;
- d. monitor contractor performance for service contracts awarded.

**Responsibility for Sub-activity - PWGSC  
Information - CIDA**

A.17 Compliance with funds allocated to procurement and cash flow plans of the project.

A.18 Certification of progress claims that required work has been accomplished or items have been delivered.

**Responsibility for Sub-activity - PWGSC  
Participates in Sub-activity - CIDA**

A.19 Supply documentary proof that items have been delivered to allow FAA section 34 certification and to allow closing out of procurement contracts. Responsibility for this activity to be allocated as required by the receipt of copies of invoices.

A.20 Requisition of cheque(s) to pay supplier(s).

**Responsibility for Sub-activity - CIDA**

A.21 a. Invoke warranty provisions where applicable if Crown still has title to the goods.

**Responsibility for Sub-activity - PWGSC  
Participates in Sub-activity - CIDA**

b. Inform PWGSC of need to invoke warranty provisions if Recipient Country has

title to goods.

**Responsibility for Sub-activity - CIDA**  
**Information - PWGSC**

c. Enforce warranty provisions.

A.22 Make recommendations to the CIDA procurement officer for the solution of any problems that may arise during procurement.

**Responsibility for Sub-activity - PWGSC**  
**Participates in Sub-activity - CIDA**

**B: Quality Assurance and Inspection Services**

- B.1 Material and associated services of repair, overhaul.
- B.2 Food.
- B.3 Food packaging.

**Responsibility for Sub-activity - PWGSC**  
**Participates in Sub-activity - CIDA**

**C: Marshalling And/or Freight Forwarding Services**

Same as Section A above.

**D: Transportation Services**

**D.1 Development of Transportation Plans for Individual Projects**

- 1.1 Provide advice and guidance on anticipated shipping problems to be encountered in remote overseas areas.
- 1.2 Determine load port, discharge port and inland routing.
- 1.3 Determine transportation mode.

**Responsibility for Sub-activity - CIDA**  
**Participates in Sub-activity - PWGSC**

1.4 Determine shipping schedule, including lay days and tender dates, based on:

- lead time required to procure transportation;

**Responsibility for Sub-activity - PWGSC**

- delivery schedule in recipient country;

**Responsibility for Sub-activity - CIDA**  
**Participates in Sub-activity - PWGSC**

- need to co-ordinate with another shipment.

**Responsibility for Sub-activity - CIDA/PWGSC**

1.5 Estimate transportation and supervision rates.

**Responsibility for Sub-activity - PWGSC**

- 1.6 Estimate tonnages, when based on transportation and commodity costs.
- 1.7 Determine special bagging, packaging, handling, marshalling and transportation specifications.
- 1.8 Provide technical advice and assistance during negotiation of MOU with recipient country.

**Responsibility for Sub-activity - CIDA  
Participates in Sub-activity - PWGSC**

- 1.9 Draft pertinent sections of the MOU with recipient country dealing with transportation

**Responsibility for Sub-activity - CIDA**

**D.2 Preparation of Transportation Requisition (Form 10440)**

- 2.1 Identify the following:
  - commodity(s) to be shipped, including estimated tonnage;
  - estimated cost of transportation;
  - names and addresses of consignee and parties to be notified;
  - shipping schedule (lay days);
  - load port, discharge port and final destination;
  - special instructions pertaining to freight contract conditions, delivery, supervision, packaging and marshalling;
  - document distribution.
- 2.2 Determine port facilities, physical conditions of sites and transportation and communication conditions in recipient countries.

**Responsibility for Sub-activity - CIDA  
Participates in Sub-activity - PWGSC**

- 2.3 Commit program/project funds.

**Responsibility for Sub-activity - CIDA**

**D.3 Tender Invitations and Contract Awards for Ocean Charters**

- 3.1 Review CIDA transportation requisitions (Form 10440) for errors or omissions.

**Responsibility for Sub-activity - PWGSC**

- 3.2 Calculate amount required for Letter of Credit.
- 3.3 Prepare list of firms to get tender invitations by referring to Master Source List.
- 3.4 Prepare tender invitations for transportation and supervision, incorporating all required terms and conditions.

**Responsibility for Sub-activity - PWGSC**

**Participates in Sub-activity - CIDA**  
*(D3.4 - if CIDA so requests)*

- 3.5 Issue tender invitations and respond to inquiries from transportation contractors and superintendent firms.

**Responsibility for Sub-activity - PWGSC**

- 3.6 Evaluate bids to ensure that they are responsive, acquiring necessary clarification from bidders.
- 3.7 Adjust tonnages, if necessary, based on commodity and transportation cost estimates, and negotiate and adjust transportation contract conditions accordingly.

**Responsibility for Sub-activity - PWGSC**  
**Participates in Sub-activity - CIDA**  
*(D3.6 - if CIDA so requests)*

- 3.8 Adjust commitment of funds, if necessary.

**Responsibility for Sub-activity - CIDA**

- 3.9 Recommend contract award.

**Responsibility for Sub-activity - PWGSC**

- 3.10 Concur with contract award.

**Responsibility for Sub-activity - CIDA**

- 3.11 Prepare transportation contract, or review Charter Party for errors or omissions and make necessary amendments.
- 3.12 Award and administer contract.
- 3.13 Prepare and issue superintendent contract to include:

- inspection of supplies at load port;
- inspection and acceptance of vessel;
- loading and unloading of cargo;
- overseeing inland transportation and delivery to consignee;
- provision of reports.

**Responsibility for Sub-activity - PWGSC**  
**Participates in Sub-activity - CIDA**

- 3.14 Distribute appropriate documents to CIDA, transportation contractor, superintendent firm and applicable Embassy/Mission.

**Responsibility for Sub-activity - PWGSC**

**D.4 Contracts Other than Ocean Charters**

- 4.1 Review CIDA transportation requisitions.

**Responsibility for Sub-activity - PWGSC**

- 4.2 Interface with the marshalling and packaging warehouse to issue shipping instructions, verify invoices and resolve problems.
- 4.3 On FOB or FAS shipments, interface with suppliers to determine packaging details, acquire documents, acquire information on hazardous commodities and issue shipping instructions.

**Responsibility for Sub-activity - PWGSC**

**Participates in Sub-activity - CIDA**

- 4.4 Initiate action to obtain export permit, if required.
- 4.5 Solicit information from carriers on rates, services, transit times and shipping schedules; issue a "Request for Proposal," if required.
- 4.6 Assess all responses to ensure all terms and conditions are met.

**Responsibility for Sub-activity - PWGSC**

- 4.7 Adjust commitment of funds, if necessary.

**Responsibility for Sub-activity - CIDA**

- 4.8 Select carrier.

**Responsibility for Sub-activity - PWGSC**

**Participates in Sub-activity - CIDA**

- 4.9 Prepare and issue contract.
- 4.10 Distribute appropriate documents to CIDA and other parties, as required.

**Responsibility for Sub-activity - PWGSC**

**D.5 Contract Administration and Follow-up for Ocean Charters**

- 5.1 If adjustment to contract terms is required by CIDA:
  - brief CIDA on resulting liabilities and obligations;
  - negotiate contract amendments.

**Responsibility for Sub-activity - PWGSC**

**Participates in Sub-activity - CIDA**

- 5.2 Monitor vessel nomination and assess the nominated vessel and its estimated time of arrival (ETA) at load port.

**Responsibility for Sub-activity - PWGSC**

- 5.3 Accept or reject nominated vessel.
- 5.4 For bulk wheat shipments, make necessary tonnage adjustments to transportation contracts.

**Responsibility for Sub-activity - PWGSC**  
**Participates in Sub-activity - CIDA**

- 5.5 Notify superintendent of nominated vessel and load port.
- 5.6 Notify transportation contractor and superintendent of suppliers and associated tonnages.
- 5.7 Notify suppliers of shipping instructions.
- 5.8 Coordinate movement of commodities from supplier plants to load port, resolving any problems.

**Responsibility for Sub-activity - PWGSC**

- 5.9 Resolve problems occurring during cargo loading, including arranging for replacement of damaged goods if time permits.
- 5.10 Resolve any problems occurring during unloading of cargo.

**Responsibility for Sub-activity - PWGSC**  
**Participates in Sub-activity - CIDA**

- 5.11 Monitor inland delivery and resolve any problems.
- 5.12 Distribute appropriate documents to CIDA, superintendent firm, Canadian High Commission/Embassy and consignee.

**Responsibility for Sub-activity - PWGSC**

**D.6 Contract Administration and Follow-up for Contracts Other than Ocean Charters**

- 6.1 Follow-up with the supplier in order to monitor shipment of goods.
- 6.2 Follow-up with the carrier to monitor delivery of goods and to confirm sailing schedule.

**Responsibility for Sub-activity - PWGSC**  
**Participates in Sub-activity - CIDA**

- 6.3 Ensure proper handling of dangerous commodities by:
  - ensuring that labelling, packaging and documentation meet applicable regulations;
  - issuing detailed shipping instructions to supplier.

**Responsibility for Sub-activity - PWGSC**

- 6.4 Investigate and resolve problems such as late deliveries and vessel cancellations.
- 6.5 Amend contracts, as required, to incorporate such changes as revised delivery address, adjusted tonnages and postponed projects.

**Responsibility for Sub-activity - PWGSC**  
**Participates in Sub-activity - CIDA**



**E: Audit and Payment**

- E.1 Audit shipping documents, including ocean bills of lading and airway bills.
- E.2 Audit supplier and ocean and air freight invoices, adjust for loss, damage or short-shipment.
- E.3 Audit superintendent invoices.
- E.4 Submit invoices to CIDA and recommend for payment.

**Responsibility for Sub-activity - PWGSC**

- E.5 Raise claims for lost or damaged goods and take necessary action.

**Responsibility for Sub-activity - PWGSC  
Participates in Sub-activity - CIDA**

- E.6 Approve payment and requisition cheques.

**Responsibility for Sub-activity - CIDA**

**F: Acceptance and Final Payment**

**Responsibility for Sub-activity - CIDA**

**G: Contract(s) Close-out and Clean-up**

**Responsibility for Sub-activity - PWGSC  
Participates in Sub-activity - CIDA**