
Chapter 3 - Requisition Receipt

Allocation

- 3.001 (2003-05-30) Clients normally allocate requisitions and Price and Availability enquiries directly to the Public Works and Government Services Canada (PWGSC) office of their choice (Canada only). When the PWGSC office of choice is entered by the client on the requisition, it will normally be allocated to the PWGSC office specified by the client. The major exceptions are:
- (a) Restricted Commodities
 - (i) Restricted commodities are: advertising, bulk buys for fuel and vehicles, and United States Foreign Military Sales (U.S. FMS).
 - (ii) When a requisition is for a restricted commodity, the requisition will be allocated to the headquarters (HQ) division/section responsible for that NATO Stock Number/Goods and Services Identification Number (NSN/GSIN) Code.
 - (iii) When there is more than one line item of a restricted commodity, the requisition will be allocated to the HQ division/section responsible for the highest value restricted commodity line item.
 - (iv) When the value of the line items cannot be determined, the requisition will be allocated to the HQ division/section responsible for the GSIN Code of the first line item which represents a restricted commodity.
 - (v) When a requirement will be sole-sourced to the U.S. FMS Program, see [Section 9B](#).
 - (b) Major Crown Projects

If the requisition is part of a major Crown project, it will be allocated to the office responsible for that project.
- 3.002 (1994-06-23) When a client does not specify a preference, the following rules apply:
- (a) A requisition with one consignee point in a regional sector will be allocated to the PWGSC office geographically closest to that consignee point.

When there is only one consignee point, the requisition will be allocated to the PWGSC office closest to the consignee within the same regional sector. If the closest PWGSC office is HQ, it will be allocated using 3.002(d).
 - (b) A requisition originating in a region with more than one consignee in the same regional sector, will be allocated to an office designated by the regional director general.

When there are multiple consignee points within the same regional sector, and the consignee points are not closest to one PWGSC office, the requisition will be allocated to an office designated by the regional director general. When the multiple consignee points are all closest to the same PWGSC office, the requisition will be allocated to that office.
 - (c) When consignees in two or more regional sectors appear on a single requisition, it will be allocated to the PWGSC office closest to the originator of the requisition.

When there are multiple consignees where the closest PWGSC offices are in two or more regional sectors, the requisition will be allocated to the PWGSC office closest to the originator of the requisition, based on the requisition order office code. If the closest PWGSC office is HQ, then it will be allocated using 3.002(d).

- (d) Requisitions sent to HQ will be allocated to the section responsible for the greatest value of line items based on the line item NSN/GSIN codes.

If the value of the line items are equal, or otherwise cannot be determined, the requisition will be allocated to the office or division/section responsible for the GSIN Code for the first line item on the requisition.

Clients should be encouraged to enter NSN/GSIN codes by line item on their requisitions.

- (e) Enquiries should be directed to the PWGSC office closest to the client's location.

- 3.003 (2004-05-14) All requisitions and requisition amendments must be sent to an allocation unit, where they are given a file number, entered into the Automated Buyer Environment (ABE) and routed to the appropriate office.

The allocation unit at headquarters is the Central Allocations and Defence Priorities Section, Business Management Directorate.

Extract Files

- 3.005 (2000-05-12) When procurement action involves more than one contracting officer or one purchasing cell, an extract file is created.

- 3.006 (2000-05-12) The main file holder is responsible for:

- (a) procuring items not extracted;
- (b) controlling funds;
- (c) acting as the focal point for client enquiries;
- (d) ensuring all procurement action under extract files is completed;
- (e) recording commitments on extracted items; and,
- (f) requesting additional funds, if required, from the client.

- 3.007 (2000-05-12) The extract file holder is responsible for:

- (a) procurement of assigned items;
- (b) requesting funds from the main file holder after the total funding requirement has been identified;

(NOTE: May be required for requirements done outside of ABE);

- (c) ensuring funds have been allotted prior to contract award;
- (d) obtaining the contract number from the main file holder prior to contract award, if the procurement is done outside of ABE; and,
- (e) forwarding to the main file holder copies of all contracts and amendments issued against an extract file, if the procurement is done outside of ABE.

Part Files

- 3.008 (2000-05-12) When more than one solicitation under either a main file or an extract file is issued, part files may be created. When part files are created under an extract file, the extract file will be treated, for the purposes of records, as though it were a main file.

Review

Industrial Security Requirements

- 3.009 (2005-06-10) All requisitions and contractual amendments containing a requirement for physical security, information technology security or personnel security screening must include a Security Requirements Check List (SRCL). The client may complete the SRCL either electronically via the online SRCL service, or in hard copy using the SRCL form [TBS/SCT 350-103](#).

The [Canadian and International Industrial Security Directorate](#) (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering industrial security in Canada through the Industrial Security Program and the Joint Certification Program.

CIISD's online SRCL service allows clients to complete the SRCL form via the internet in a secure environment. With the online SRCL service, CIISD can provide the security clauses for insertion into the bid solicitation document prior to the receipt of a signed hard copy version of the SRCL, thereby expediting the process.

- (a) The following procedures apply when the client department has chosen to use the **online SRCL service**:
- (i) The client department completes the SRCL using the online SRCL service and submits the form to their Departmental Security Officer (DSO), or delegated Security Authority, for electronic approval.
 - (ii) The DSO verifies the content of the form, and if acceptable, approves it and forwards it to CIISD via e-mail for preparation of the security requirements clauses. The DSO may also send carbon copies of this e-mail to the client department and the PWGSC contracting officer, if known.
 - (iii) CIISD replies to the DSO's e-mail, with carbon copies to all those on the addressee list, by providing the appropriate security requirement clauses, to be included in the resulting bid solicitation and resulting contract.
 - (iv) The client department shall send PWGSC the requisition in the normal manner, with a hard copy of the SRCL, complete with signatures of the "Organization Project Authority" (Block 13) and the "Organization Security Authority" (Block 14). The SRCL must be either the original or a high quality facsimile.
 - (v) Upon receiving the requisition, the PWGSC contracting officer should notify the client who will then forward the e-mail from CIISD, including the electronic SRCL and CIISD's clauses, to the contracting officer. The contracting officer may then include the SRCL and clauses into the bid solicitation document and proceed with issuing the bid solicitation document in accordance with all applicable policies and procedures.
 - (vi) In order to obtain the signature of CIISD on a hard copy of the SRCL for appending to the resulting contract document, the PWGSC contracting officer shall forward the following documentation to CIISD via mail or fax:
 - the SRCL;

- requisition/amendment cover page;
 - a copy of those portions of the requisition/amendment documentation which contain statements about security, and
 - if applicable, a short list of any identified potential suppliers.
- (vii) The CIISD Contract Section will review the documentation, sign the SRCL as the Contracting Security Authority (Block 17) and return the signed SRCL to the PWGSC contracting officer for attachment to the resulting contract document, along with information on the organization's security status of any identified potential suppliers.
- (viii) Before contract award, the contracting officer will verify with CIISD that the proposed contractor meets the security requirements of the bid solicitation document. If so, the contracting officer shall sign the SRCL at block 16 and include the fully-signed SRCL as an annex in the resulting contract document.
- (b) The following procedures apply when the client department has chosen to complete the SRCL form in **hard copy**, without the use of CIISD's online SRCL service:
- (i) The client department completes the SRCL using form [TBS/SCT 350-103](#) and obtains the signature of their Departmental Security Officer or delegated Security Authority at Block 14. The client department sends the requisition to PWGSC, with the signed SRCL attached. The SRCL must be either the original or a high quality facsimile.
 - (ii) The PWGSC contracting officer shall then forward the following documentation to CIISD via mail or fax:
 - the SRCL;
 - requisition/amendment cover page;
 - a copy of those portions of the requisition/amendment documentation which contain statements about security, and
 - if applicable, a short list of any identified potential suppliers.
 - (iii) The CIISD Contract Section will review the documentation, sign the SRCL as the Contracting Security Authority (Block 17), and return the signed SRCL, along with the appropriate security requirement clauses and information on the organization's security status of any identified potential suppliers. The contracting officer may then proceed to include the SRCL and clauses into the bid solicitation document. (The SRCL page with signatures may be omitted from the bid solicitation document, but the SRCL signature page must be included in the resulting contract document.)
 - (iv) Before contract award, the contracting officer will verify with CIISD that the proposed contractor meets the security requirements of the bid solicitation document. If so, the contracting officer shall sign the SRCL at block 16 and include the fully signed SRCL as an annex in the resulting contract document.

Agreements Signed by PWGSC

- 3.010 (1994-06-23) A procurement action may be influenced by agreements with clients, setting out roles and responsibilities. PWGSC has agreements with the following clients:

Department of National Defence ([annexes 3.1 & 3.2](#));
Transport Canada ([Annex 3.3](#));
The Canadian International Development Agency ([Annex 3.4](#));
Canada Post Corporation ([Annex 3.5](#)).

Contracting officers providing services to these clients must be aware of the contents of the agreements, which can also be used as models for working with other clients. However, the agreements do not remove from contracting officers their overall contracting responsibilities.

The Corporate Secretary retains all such formal documents.

Special Procurements

- 3.011 (2005-12-16) A number of procurement programs require special handling. On receipt of a requisition relating to any of these programs, the contracting officer should review Chapter 9 before proceeding further.

- (a) Purchases from CORCAN - [Section 9A](#);
- (b) United States Foreign Military Sales - [Section 9B](#);
- (c) Co-operative Logistics (COLOG) and Blanket Order Cases with the United States DoD - [Section 9C](#);
- (d) Use of the Defence Production Revolving Fund and Loan Account - [Section 9E](#);
- (e) Electronic Data Processing Buy for Lease Program - [Section 9G](#);
- (f) Contracting for Temporary Help Services - [Section 9H](#);
- (g) Supply Arrangements - [Section 9J](#);
- (h) Ontario Labour Legislation - [Section 9K](#);
- (i) Set-aside Program for Aboriginal Business - [Section 9L](#);
- (j) Land Claims Set-aside Policy - [Section 9M](#).

Price and Availability Enquiries

- 3.012 (2000-05-12) Clients may ask PWGSC to provide information about the price and availability (P&A) of items for planning, budgeting or similar purposes. P&A enquiries are requests to the suppliers for this information.

Whenever possible, an estimate of the quantities required over a definite time span should be part of the request.

Form PWGSC-TPSGC 9200, Requisition for Goods and Services, and Construction, and standard requisition numbers should be used for all P&A enquiries.

- 3.013 (1994-06-23) The contracting officer may use any appropriate method to obtain the required information. The P&A enquiry must indicate that it is not a bid solicitation, and that a contract will not result.
- 3.014 (1994-06-23) If there is a reasonable possibility that a firm requirement could arise, soliciting bids may be more appropriate than issuing a P&A enquiry. In such instances, a normal bid solicitation is to be issued. If a firm requirement does not result, the contracting officer must inform bidders that a contract will not be issued.
- 3.015 (1994-06-23) Whether PWGSC obtains the required information by a P&A enquiry or by a formal bid solicitation, all requests for P&A estimates from a client should be answered by using the standard format (see [Annex 3.6](#)).

The P&A information to be provided to the client should contain, as a minimum, the following:

- (a) a full description of the commodity concerned, including specifications if applicable;
 - (b) unit price(s) and a statement as to whether all appropriate duties and taxes have been included;
 - (c) the free on board point;
 - (d) the quantity of each item quoted on;
 - (e) the total price for the lot; and,
 - (f) the delivery lead time and the delivery rate per month.
- 3.016 (1994-06-23) After receiving the required information, the client may issue a requisition to PWGSC with appropriate reference to the P&A enquiry.

Requisition Checklist

- 3.020 (2005-12-16) All requisitions must be reviewed for acceptability, ensuring that they are properly coded and completed, so that procurement action can continue. The review should address the following:
- Has the requisition been properly allocated?
 - Is the requisition authorized? Requisitions received via the REQNET (Requisitions on the Net) or UABEI (Universal ABE Interface) electronic interfaces are deemed to have been properly authorized with all signatures pursuant to the *Financial Administration Act*.
 - Does the estimated funding seem adequate?
 - Are the destination/consignee codes specified?
 - Is this requirement subject to the provisions of a Comprehensive Land Claims Agreement? (See [4.001](#))
 - Are invoicing instructions provided?
 - Are the financial codes identified?
 - Is the form [TBS/SCT 350-103](#), Security Requirements CheckList, attached to a requisition/amendment documentation containing a security requirement?

- Is there support for a sole source or no-substitute request?
- Are delivery lead times and schedules realistic, or will special action be required to meet delivery objectives?
- What could be the consequences resulting from late delivery, and is there a need for liquidated damages provisions or other performance incentives?
- Is the good or service adequately defined in the requisition or attached technical documentation?
- Have appropriate standards, specifications or purchase descriptions been included? If not,
 - can an existing one be used; or
 - is there a need for the development of a new standard, specification or purchase description?
- Is the NATO Stock Number or the Goods and Services Identification Number (NSN/GSIN) number of the products shown?
- Is a design change/deviation procedure specified?
- Is the extent of required product quality management and assurance specified?
- Is the inspection or quality assurance authority specified?
- Does the requisition contain any clauses or conditions that conflict with any Public Works and Government Services Canada or government contracting policies and procedures?
- Does the nature of the work include work to Crown specifications or indicate any particular types of pricing basis?
- Are evaluation criteria specified and are the mandatory requirements clear?
- Is special production tooling or special test equipment likely to be required?
- Is government-furnished equipment or government-supplied materiel specified?
- Are there unrestricted rights to the use of technical data or are royalty payments involved?
- Is a trade-in specified?
- If radio-transmitting equipment is to be acquired, has the client obtained radio frequency equipment clearance from Industry Canada? Are there other special considerations of a similar nature?
- If there are multiple items on the requisition, should any of these items be grouped together, put in a part or extract file?
- Could repetitive items be bought on an annual basis through the standing offer method of supply, phased delivery contracting, contracts with a call-up feature, added to another contract, or included as contract options for additional quantities?
- Has the client included instructions concerning the treatment of any intellectual property

that may result from the procurement?

- Has the client claimed and substantiated exemption from taxes or duties, by referring to a certificate of exemption, or remission or drawback Order in Council?
- Are controlled goods identified?

3.021 (1994-06-23) Issues must be resolved through consultation with the client, and the contracting officer should request amendments where applicable.

For example:

- *if a requirement cannot be clearly defined, the client should be encouraged and helped to define the objectives and the performance criteria to be met;*
- *in reviewing the technical specifications, the client should be encouraged to use generic or performance specifications whenever practical;*
- *any unreasonable delivery requirements or imprecise delivery dates should be discussed. Should it be necessary to seek the best possible delivery time, use a Request for Proposal;*
- *if the sole source justification provided by the client is inadequate, seek further justification. If the request cannot be substantiated to the contracting officer's satisfaction, the contracting officer shall recommend alternative products/sources to the client, whenever possible.*