



Overview of Contracting Task Force Latvia Brief to CCCL

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Agenda

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- Simplified Contracting Process
- Statement of Work
- Solicitation process
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- Standard Clauses and Conditions & Applicable Laws
- Payment
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Introduction

- As Contracting Officer, I provide procurement, materiel management, contracting and financial management advice, support and oversight related to the procurement of goods and services for Task Force Latvia;
- Task Force Latvia contracts a variety of services including: Hotel, Transportation, Food, Conference room, Phone, Internet; and
- Task Force Latvia doesn't contract military items like ammunition, weapons.

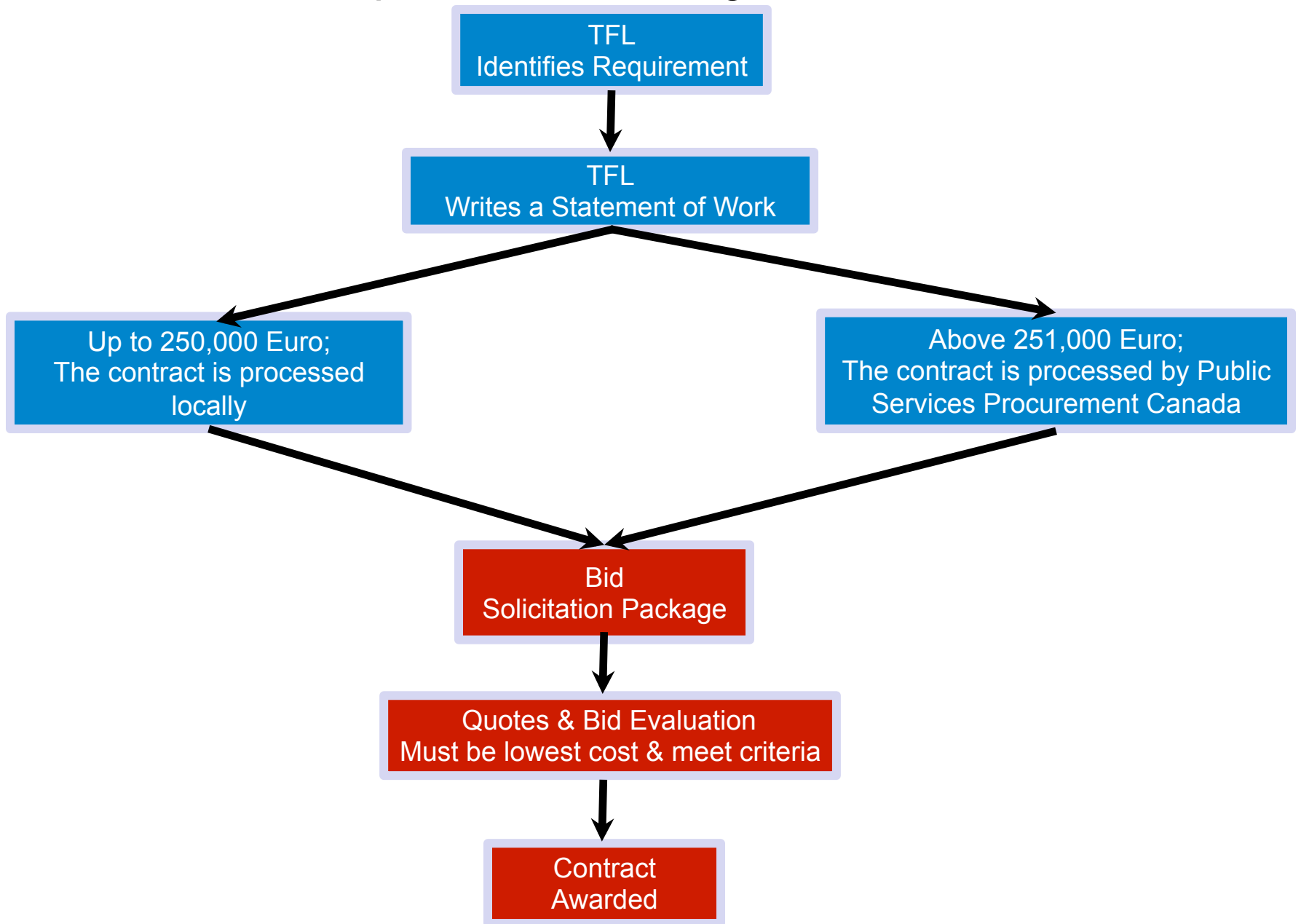
Introduction Continued

- The department is committed to respect and apply Treasury Board of Canada Secretariat contracting policy statement which states that government contracting shall be conducted in a manner that will:
 - Stand the test of public scrutiny in matters of prudence and probity;
 - Facilitate access;
 - Encourage competition, and
 - Reflect fairness in the spending of public funds.
- Competition is the norm. Therefore, as often as possible, the Contracting Authority must request quotes.

Contractor Screening: first step of the contracting process

- All new vendors must need to be vetted prior to entering into a contact;
- An internal service will then have the companies vetted by the Latvian Police and will advise via email if there are any security concerns with the contractor;
- Just because a company is vetted and cleared does not mean the employees are...any employees that require access to a Latvian National Armed Forces (LNAF) establishment will need additional vetting; and
- Contractor screening is performed by LNAF.

Simplified Contracting Process



Simplified Contracting Process Continued

- What is the Government Electronic Tendering Service (GETS)?
 - GETS is the Government of Canada's tendering system which allows suppliers to search for bid opportunities online. This service is available on the Tenders mini-site.
- Who uses the Tenders mini-site?
 - Federal departments and agencies must use the Tenders mini-site to advertise their requirements subject to any of the trade agreements (some use it as well for other requirements).
 - Suppliers use the Tenders mini-site to view and access bid solicitations and search for bid opportunities.
- What are the thresholds for publishing bid opportunities on the Tenders mini-site?
 - The Government of Canada is a signatory to various trade agreements, and these have an impact on procurement activities. Bid opportunities above the dollar thresholds of the trade agreements are published on the Tenders mini-site

Simplified Contracting Process Continued

- The table below summarizes the thresholds in the three leading trade agreements. Please note that these thresholds are periodically revised and are subject to change.
 - Trade Agreement Dollar Threshold - Effective January 1, 2016

Agreement	Goods	Services	Construction
<u>North American Free Trade Agreement (NAFTA)</u>	\$28,900 CAD	\$89,600 CAD	\$11,600,000 CAD
<u>Agreement on Internal Trade (AIT)</u>	\$25,000 CAD	\$100,000 CAD	\$100,000 CAD
<u>World Trade Organization Agreement on Government Procurement (WTO-AGP)</u>	\$221,400 CAD	\$221,400 CAD	\$8,500,000 CAD

Statement of Work

- Enables all potential bidders to clearly understand the requirements
- Allows potential bidders to accurately cost their offering or proposal
- Provides a solid foundation for the remainder of the contracting or procurement process (from evaluation to close-out)
- Allows the government and the supplier to assess their performance
- Reduces the possibility of claims, disputes, and change

Solicitation Process

- The Contracting Officer is responsible for find, contact suppliers in relation to needs of Task Force Latvia;
- Suppliers can be found by using, but not limited sources, as follows;
 - Internet;
 - Phone;
 - List provided by Latvian National Armed Forces;
 - List provided by in current portfolio;
 - Contact provided by current contractors.
- A Request for Quote (RFQ) or Request for Proposal (RFP) is used in a competitive process to solicit quotations/proposals for price and delivery from suppliers for the identified service.

Bid Evaluation Process

The Contracting Authority is responsible to:

- Ensure that the Technical Authority evaluates all quotes received against the requirement and any evaluation criteria that were provided in the Request for quote, except for the financial evaluation;
- Document the reason in the file if a quote is deemed to be technically non-compliant;
- Evaluate all quotes acceptable by the Technical Authority to determine the winning bid;
- Notify the unsuccessful bidders (letters to unsuccessful bidder); and
- Unsolicited Bids, or unsolicited proposals will be not evaluated.

Standard Clauses and Conditions & Applicable Laws

- Standard Clauses and Conditions
 - All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Services & Procurement Canada
- Applicable Laws
 - The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario

Method of Payment

Monthly Payment

- Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
 - An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - All such documents have been verified by Canada; and
 - The work performed has been accepted by Canada.
- The contractor accepts to be paid using the following Electronic Payment Instrument:
 - Wire Transfer.

VAT Exemption procedures for CAF in Latvia

Exemption Letter from Latvian MOD



Aizsardzības ministrija

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Kanādas Apvienoto spēku štābam Eiropā

I.ĒMUMS Nr. 1-PVNA/2017

Par tiesībām lietot akcīzes nodokļa un pievienotās vērtības nodokļa atbrīvojuma sertifikātu bez apstiprināšanas

Atsaucoties uz Kanādas Apvienoto spēku štāba Eiropā (*Joint Task Force Europe Headquarters*) 2017. gada 24. maija vēstuli Nr. 7000-1 (J8) un pamatojoties uz Latvijas Republikas Ministru kabineta 2012. gada 18. decembra noteikumu Nr. 908 „Kārtība, kādā piemēro pievienotās vērtības nodokļa 0 procentu likmi preču piegādēm un pakalpojumiem, kas sniegti diplomātiskajām un konsulārajām pārstāvniecībām, starptautiskajām organizācijām, Eiropas Savienības institūcijām un Ziemeļatlantijas līguma organizācijai (NATO), un kārtība, kādā atmaksā akcīzes nodokli par Latvijas Republikā iegādātajām akcīzes precēm” 75.3. apakšpunktu, Latvijas Republikas Aizsardzības ministrija **piešķir** Kanādas Nacionālās aizsardzības departamentam un Kanādas bruņotajiem spēkiem **tiesības** lietot akcīzes nodokļa un pievienotās vērtības nodokļa atbrīvojuma sertifikātu bez apstiprināšanas uz laiku līdz 2018. gada 30. jūnijam.

Kanādas Nacionālās aizsardzības departaments un Kanādas bruņotie spēki var lietot akcīzes nodokļa un pievienotās vērtības nodokļa atbrīvojuma sertifikātu bez apstiprināšanas, lai iegādātos bez nodokļiem preces un saņemtu pakalpojumus oficiālajam vajadzībam no citām Eiropas Savienības dalībvalstīm, iegādātos preces no akcīzes preču noliktavām Latvijas Republikā, kā arī iegādātos preces un saņemtu pakalpojumus iekšzēmē.

Valsts sekretārs

J. Garisons

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Aizsardzības ministrija

MINISTRY OF DEFENCE OF THE REPUBLIC OF LATVIA

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Joint Task Force Europe Headquarters

DECISION No. 1-PVNA/2017

Rights to use the Excise Duty and Value Added Tax exemption certificate without approval

With reference to the letter of Joint Task Force Europe Headquarters No. 7000-1 (J8), dated 24 May 2017 and on the basis of the subparagraph 75.3. of the Cabinet of Ministers Regulation No. 908, dated 18 December 2012, "Procedures for the Application of Zero Per Cent Value Added Tax Rate to the Supply of Goods and Services Provided to Diplomatic and Consular Missions, International Organisations, European Union Institutions and the North Atlantic Treaty Organisation (NATO), and Procedures for the Refund of Excise Duty for Excisable Goods Purchased in the Republic of Latvia", the Ministry of Defence of the Republic of Latvia **grants** to the Department of National Defence of Canada and the Canadian Armed Forces **the right to use** the Excise Duty and Value Added Tax exemption certificate without approval till 30 June 2018.


The Department of National Defence of Canada and the Canadian Armed Forces may use the excise duty and value added tax exemption certificate without approval to purchase goods and receive services for the official use in another member state of the European Union, to purchase excisable goods from excise duty warehouses inland and to purchase goods and receive services inland free of value added tax and excise duty.

Sincerely,

Jānis Garisons
State Secretary

I. Sprīnģe, 67335278
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Exemption certificate



EUROPEAN UNION

VAT AND EXCISE DUTY EXEMPTION CERTIFICATE (*)
(Directive 2006/112/EC - Article 151- and Directive 2008/118/EC - Article 13)

Serial No (optional): _____

1. ELIGIBLE BODY/INDIVIDUAL

Designation/name _____
 Street and No _____
 Post code, place _____
 (Host) Member State _____

2. COMPETENT AUTHORITY RESPONSIBLE FOR STAMPING (Name, address and telephone number)

3. DECLARATION BY THE ELIGIBLE INSTITUTION OR PERSON
 The eligible institution or individual⁽¹⁾ hereby declares
 (a) that the goods and/or services set out in box 5 are intended⁽²⁾

<input type="checkbox"/> for the official use of <ul style="list-style-type: none"> <input type="checkbox"/> a foreign diplomatic mission <input type="checkbox"/> a foreign consular representation <input type="checkbox"/> a European body to which the Protocol on the privileges and immunities of the European Union applies <input type="checkbox"/> an international organization <input type="checkbox"/> the armed forces of a State being a party to the North Atlantic Treaty (NATO force) <input type="checkbox"/> the armed forces of the United Kingdom stationed in the island of Cyprus 	<input type="checkbox"/> for the personal use of <ul style="list-style-type: none"> <input type="checkbox"/> a member of a foreign diplomatic mission <input type="checkbox"/> a member of a foreign consular representation <input type="checkbox"/> a staff member of an international organization
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(designation of the institution) (see box 4)

(b) that the goods and/or services described at box 5 comply with the conditions and limitations applicable to the exemption in the host Member State mentioned in box 1, and
 (c) that the information above is furnished in good faith.

The eligible institution or individual hereby undertakes to pay to the Member State from which the goods were dispatched or from which the goods and/or services were supplied, the VAT and/or excise duty which would be due if the goods and/or services did not comply with the conditions of exemption, or if the goods and/or services were not used in the manner intended.

Place, date _____ Signature _____

4. STAMP OF THE BODY (In case of exemption for personal use)

Place, date _____ Name and status of signatory _____

Stamp _____ Signature _____

5. DESCRIPTION OF THE GOODS AND/OR SERVICES, FOR WHICH THE EXEMPTION FROM VAT AND/OR EXCISE DUTY IS REQUESTED

A. Information concerning the supplier/authorized warehouse operator

(1) Name and address _____
 (2) Member State _____
 (3) VAT/excise number or tax reference number _____

B. Information concerning the goods and/or services

No	Detailed description of the goods and/or services ⁽³⁾ (or reference to the attached order form)	Quantity or Number	Value excluding VAT and/or excise duty		Currency
			Value per unit	Total value	
Total amount					

6. CERTIFICATION BY THE COMPETENT AUTHORITIES OF THE HOST MEMBER STATE
 The consignment/supply of goods and/or services described in box 5 meets

totally up to a quantity of _____ (number)⁽⁴⁾

the conditions for exemption from VAT and/or excise duty.

Name and status of signatory _____

Place, date _____ Stamp _____ Signature _____

7. PERMISSION TO DISPENSE WITH THE STAMP UNDER BOX 6 (only in case of exemption for official use)

By letter No: _____
 Dated: _____
 Designation of eligible institution _____
 is by _____
 Competent authority in host Member State: _____
 Dispensed from the obligation under box 6 to obtain stamp _____

Name and status of signatory _____

Place, date _____ Stamp _____ Signature _____

(*) Delete as appropriate.
 (1) Delete as appropriate.
 (2) Place a cross in the appropriate box.
 (3) Delete space not used. This obligation also applies if order forms are attached.
 (4) Goods and/or services not eligible should be deleted in box 5 on the attached order form.

Latvian MOD Point of Contact

- Inta Sprinģe

Nodrošinājuma stratēģijas nodaļas vecākā eksperte

NODROŠINĀJUMA UN AIZSARDZĪBAS INVESTĪCIJU
POLITIKAS DEPARTAMENTS

Latvijas Republikas Aizsardzības ministrija

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QUESTIONS?