



**“REQUEST FOR ACCEPTANCE”  
OF ALTERNATIVE MATERIALS**

**APPLICANT:**

\_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

TENDER CLOSING DATE: \_\_\_\_\_

**PROJECT:**

DCC PROJECT NUMBER: \_\_\_\_\_

DND JOB NUMBER: \_\_\_\_\_

DND PF NUMBER: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

CONTRACT AWARD DATE: \_\_\_\_\_

List below items being offered. Give manufacturers Name, Model, Catalogue number, Type, etc. (Detailed description and Specifications to be attached as "Supporting Data")	Contract Specification No.; Reference Section No.; Paragraph No.  Indicate Contract Drawing No. if applicable.	List below items shown in the contract specifications. One reference for each item.	Design Authority "A" = Accepted "R" = Rejected	
			"A"	"R"

**REVIEWER:**

Date Request Received: \_\_\_\_\_ Date Review Received: \_\_\_\_\_ Review Endorsed By: \_\_\_\_\_

REVIEWER'S COMMENTS: (in case of rejection or of cost or time implication)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESIGN AUTHORITY:**

Date Request Received: \_\_\_\_\_ Date Review Received: \_\_\_\_\_ Review Endorsed By: \_\_\_\_\_

**DCC OTTAWA:**

Date Request Received: \_\_\_\_\_ DCC Reference Number: (Project No. / Contract No.) \_\_\_\_\_

Date Review Received: \_\_\_\_\_ Acceptance / Rejection Issued By: \_\_\_\_\_

(See Page 2 for Instructions and Conditions)



## **“REQUEST FOR ACCEPTANCE” OF ALTERNATIVE MATERIALS**

### **INSTRUCTIONS AND CONDITIONS**

#### **1. DEFINITIONS**

Acceptable materials or equipment are those defined in the contract documents.

Applicants are all manufacturers, suppliers or contractors interested in seeking acceptance of alternative material or equipment.

Reviewer is the designer who specified the acceptable material or equipment in the contract documents.

#### **2. REQUEST FOR ACCEPTANCE**

Applicants MUST submit all Requests for Acceptance on the Defence Construction Canada form, which is on page 1 of this document.

##### **Requests for Acceptance Prior to Tender Closing**

The DCC Contracting Authority must receive a Request for Acceptance prior to tender closing at least ten (10) working days prior to the tender closing date. If the alternative material or equipment is accepted for the purposes of the tender then all tenderers will be advised with an amendment to the tender documents. Requests submitted too late to permit a review and subsequent issue of an amendment will be returned to the applicant.

##### **Requests for Acceptance After Contract Award**

A Request for Acceptance after contract award will ONLY be accepted from the CONTRACTOR and be considered if the specified material or equipment is no longer being manufactured or available in sufficient time to respect the contract schedule. The DCC Representative's decision regarding the acceptability of the alternative material or equipment and the amount of an associated credit will be final. The Request for Acceptance for the alternative material or equipment must be accompanied by an undertaking that its use will not adversely affect the contract completion date and that if its use results in consequential additional costs they will be borne by the Contractor.

#### **3. PROCEDURE**

Items offered as acceptable alternatives must be described in short and precise terms. Complete and up-to-date supporting data for each product or equipment offered must accompany each Request for Acceptance. This supporting data must include all pertinent test reports, performance charts, design calculations, detailed drawings or detailed manufacturer's specifications. Test reports from either independent laboratories or by the manufacturer's own test facilities will be accepted. Acceptability will be determined by the review of the submitted material. All deviations from the contract specifications or drawings in respect to the design, function, dimensions, composition or method of manufacture applying to material or equipment being offered for "acceptance" must be fully described. Deviations will only be permitted if noted in the amendment.

#### **4. CONDITIONS OF ACCEPTANCE**

Acceptance of alternative materials or equipment by the reviewer shall not relieve the Contractor from respecting all existing stipulations noted in the contract documents or accepting all consequential additional costs which may result from the use of the accepted material or equipment, whether they are apparent or not at the time of acceptance.

#### **5. DISTRIBUTION**

The Request for Acceptance form and all pertinent, technical supporting data must be distributed to the DCC Contracting Authority.

#### **6. INQUIRIES**

Inquiries concerning the Request of Acceptance process should be addressed to:

Contract Services  
Defence Construction Canada  
Ottawa, Ontario. K1A 0K3  
Fax: (613) 998-9547