

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

Project	DCC Project no. :	Location :	
	Project title :		
	Tender closing date :		
Requestor	Name of requestor :		
	Address of requestor :		
	E-mail address :	Telephone no. :	
	Date of request :		

Currently specified product/equipment

Product/equipment name	Manufacturer/supplier	Plan or specification no.

Alternative product/equipment offered

Product/equipment name	Manufacturer/supplier	Model no.

Reason for the request :

NOTE: Attach detailed descriptions, technical data sheets, etc., as supporting data.

Technical authority

Date of receipt :	Assessed by :
Accepted : <input type="checkbox"/>	Rejected : <input type="checkbox"/>
Comments: (In case of rejection or impact on costs or deadlines)	

DCC Representative

Name of representative :	Date of receipt of the assessment :
Date of transmission of the decision to the tenderer/contractor :	

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1. GENERAL INFORMATION

Acceptable equipment or products are defined in the contract documents.

Applicants are all manufacturers, suppliers or contractors wishing to have replacement equipment or products accepted.

The evaluator is the designer who specified the desired equipment or product in the contract documents.

2. REQUEST FOR ACCEPTANCE

Send approval requests to the DCC point of contact named in the MERX ad or to the named DCC Representative for the contract.

2.1 Requests for acceptance submitted before tender closing

DCC must receive a Request for acceptance at least ten (10) working days before the tender closing date. If the replacement material or product is accepted for the purposes of the tender, all tenderers will be informed by means of an amendment to the tender documents. Any request submitted too late to allow for review and subsequent issuance of an amendment will be returned to the requestor.

2.2 Requests for acceptance submitted after contract award

A request for acceptance submitted after the contract has been awarded will ONLY be accepted if it comes from the Contractor and will only be considered if the specified material or product is no longer manufactured or cannot be obtained within a timeframe that allows the contract schedule to be met. The decision of the DCC Representative on the acceptability of the replacement material or product and the amount of the related credit is final. The request for acceptance of replacement equipment or product must be accompanied by a commitment that the use of such equipment or product will not delay the completion date and that any additional costs attributable to the use of such equipment or product will be borne by the Contractor.

3. PROCEDURE

Items offered as acceptable substitutes must be described in concise and precise terms. Complete and up-to-date data supporting each product or material offered must accompany each application for approval. This data must include all relevant documents (test reports, performance tables, design calculations, detailed drawings, or detailed manufacturer specifications). Test reports from independent laboratories or the manufacturer's own test facilities will be accepted. Acceptability will be determined by evaluating the material submitted. All deviations from the specifications or plans and relating to the design, function, dimensions, composition or method of manufacture applicable to the material or product proposed for 'acceptance' must be fully described. Deviations will only be permitted if they are noted in an addendum to the tender documents or in a change order to the contract.

4. CONDITIONS D'AGRÉMENT

Acceptance of replacement equipment or products by the evaluator shall not exempt the Contractor from the requirement to comply with all the terms and conditions stipulated in the contract documents, nor from accepting all additional indirect costs that may be incurred through the use of the accepted equipment or products, whether or not such costs are apparent at the time of acceptance.