

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet RISO for washing and dry cleaning s	
Solicitation No. - N° de l'invitation W0130-12PB03/A	Date 2012-11-26
Client Reference No. - N° de référence du client W0130-12PB03	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-309-12208
File No. - N° de dossier MTA-2-35074 (309)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-18	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Paradis, Mary	Buyer Id - Id de l'acheteur mta309
Telephone No. - N° de téléphone (514)496-3874 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE, QUARTIER MAÎTRE DES CADETS GARNISON LONGUE-POINTE 6769 NOTRE DAME E., ATTN:BREAULT MONTREAL Québec H1N2E9 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- Annex 'A' - Statement of Requirement
- Annex 'B' - Pricing
- Annex 'C' - Consent to a criminal record verification

2. Summary

Request for Individual Standing offer (RISO) on an as-and-when requested basis for the supply of pick-up, laundering and dry cleaning services of various garments and military combat equipment (Webbing tent) as per the following appendices.

- Annex 'A' – Statement of requirements
- Annex 'B' - Pricing
- Annex 'C' - Consent to a criminal record verification

Required for the Department of National Defence at the Montreal Garrison, Longue Pointe, Qc

The firm period of the standing offer will be for one year from the date of issue. Moreover, the Standing offer will allow Canada the right to extend its use for two additional periods of 12 months each , for the same conditions stipulated at article no. A2, Part 6 of this Request for Standing offer.

Pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

3. Security requirement

There is no security requirement for this purchase.

4. Communications notification

As a courtesy, the Government of Canada requests that successful offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a Standing offer.

5. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within **15 working days** of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

6. Optional Site visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site.

The site visit will be held on:

Date: January 9, 2013

At: 10H30

**Location: Department of National Defence
Montreal Garrison, 6769 Notre Dame, east
Building no. 11, north
Montreal, P. Quebec
(Entrance through Haig Street near Ontario Street)**

Bidders are requested to communicate with the Contracting Authority 3 days before the scheduled visit to confirm attendance and provide the name (s) of the person(s) who will attend. *(A fax could be sent to the Contracting officer – Mary Paradis to confirm your presence).*

Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process

Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of payment detailed below (Section B – Resulting contract clauses, Section 4, Subsection 4.1). The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

- **Mandatory Technical Criteria**

All the following mandatory criteria will be taken into consideration to evaluate each of the proposals received:

- a. Firm prices are required for each item on Annex 'B- Pricing;
- b. Acceptance of other terms and conditions as mentioned in the bid solicitation;
- c. Completion of the solicitation document;
- d. Possess a truck in conformance with the minimum requirements stipulated at article no. 3.3 of Annex 'A' – Statement of requirements.

The following note * from Annex 'A' – Statement of requirements, will be subject to a ** technical evaluation which will be performed by the Department of National Defence and PWGSC after the closing date and time of the bid but before the issuance of the Standing offer, upon receipt of a written

request from the Standing offer authority mentioned in this document. Only those offerors who meet all the technical aspects of this tender document will be subject to further evaluation.

* Note from Annex 'A' – Statement of requirements, Article no. 3.3.

The offeror must have a truck with a box that has internal dimensions of a minimum of 18' x 8' in order to handle the bins (each bin measures 30" x 48 "). That means that the truck would be able to hold 12 bins at one time.

Note 1 : Please take into consideration that during intense exercises, in May and October a surplus of 20 to 25 supplementary bins will be sent to be dry cleaned or laundered.

Note 2: The personnel from the Department of National Defence will not help the supplier to load or unload the bins. The supplier is to provide us with a turn key service.

** The technical evaluation of this requirement will be carried out as follows:

PWGSC and the client will measure the offeror's vehicle to ensure that the vehicle corresponds to the technical requirement called for before the Issuance of the Standing offer. The offeror must bring his vehicle to the Department of National Defence, Building no. 11 at Longue Pointe, Qc within a delay of 5 working days after receipt of a written request from the Contracting officer at PWGSC. Failure to do so, will render the offeror's offer non-responsive and will be rejected.

1.2 Financial Evaluation

1.2.1 Evaluation of price

The price of the offer will be evaluation in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, delivery duty paid (DDP) to destination (Address as per Annex 'A' – Statement of requirements, Article no. 2.0).

1.2.2 Compliance to Annex 'B' – Pricing

Offerors must submit firm unit prices for all items identified in Annex 'B' – Pricing, for each period to be considered compliant. Failure to comply will render the offer non-responsive and no further consideration will be given.

The lowest overall price will be determined in the following manner:

The total prices of all the items (Unit prices x estimated quantities) for each year.
The overall price evaluation will be the total of the prices of all 3 years.

1.2.3 SACC Manual clauses

SACC Manual clauses	Section	Date
M0222T	Evaluation of price	11/01/10

1.2.4. Instructions to foreign bidder

1. Bid documents and supporting information may be submitted in either English or French.
2. If the bid price is quoted in foreign currency, FOB plant for goods and excluding Canadian Customs duties and Excise taxes, the bidder must provide to the Minister with his bid the following information for evaluation purposes:
 - an estimate of applicable Canadian Customs duties;
 - an estimate of applicable Canadian Excise taxes;
 - an estimate of transportation expenses to destination, with title and risk to pass at destination upon acceptance.

2. Basis of Selection

2.1 Basis of selection – Mandatory technical criteria only

An offer must comply with all of the requirements of the Request for Standing offers and meet all mandatory evaluation criteria to be declared responsive. The responsive offer with the lowest aggregate evaluated price will be recommended for issuance of a Standing offer, after the acceptance of the technical requirements called for at Annex 'A' – the Statement of requirements, Part 3.3. If this requirement is not met by the offeror, their offer becomes non responsive and we will proceed with the next lowest responsive bidder. This process will be repeated until an offer corresponds to all the criteria in this RFSO. Canada anticipates the award of 1 Standing offer. The offeror is requested to submit individual prices for each item on the understanding that if a Standing offer is awarded as a result of this offer, it will be on a lowest aggregate price basis.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

1.1 Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

2. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible

contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

A.() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

B.() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

C.() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

D.() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

Further information on the FCP is available on the HRSDC Web site.

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.r-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

Is the offeror a FPS in receipt of a pension as defined above? **Yes () No ()**

If so, the offeror must provide the following information:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes () No ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the offeror certifies that the information submitted by the offeror in response to the above requirements is accurate and complete.

PART 6 - SECURITY AND INSURANCE REQUIREMENTS**1. Security requirement**

There is no security requirement for this purchase.

2. Insurance requirements

SACC Manual Clauses	Section	Date
G1005C	Insurance	12/05/08

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**A. STANDING OFFER****1. Offer**

The Offeror offers to fulfill the requirement in accordance with:

- Annex 'A' - Statement of requirements
- Annex 'B' - Pricing
- Annex 'C' - Consent to a criminal record verification

2. Security Requirement

There is no security requirement for this purchase

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 1 of Section 11 - Code of Conduct and Certifications – Standing Offer of General Conditions 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all

individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issue until 1 year. Moreover, the Standing offer will allow Canada the right to extend its use for two additional periods of 12 months each, for the same conditions stipulated at article no. A2, Part 6 of this Request for Standing offer.

4.2 Standing offer, Extension of

If the Standing offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional periods of one year each, under the same conditions and at the rates or prices specified in the Standing offer, or at the rates or prices calculated in accordance with the formula specified in the Standing offer.

The offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Mary Paradis
Supply Officer
Public Works and Government Services Canada
Acquisitions & Compensation Branch
Place Bonaventure, South east Portal
800 de la Gauchetière, west
Montreal, Quebec (H5A 1L6)

Telephone: 514-496-3874
Facsimile: 514-496-3822
E-mail address: mary.paradis@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

Solicitation No. - N° de l'invitation

W0130-12PB03/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta309

Client Ref. No. - N° de réf. du client

W0130-12PB03

File No. - N° du dossier

MTA-2-35074

CCC No./N° CCC - FMS No/ N° VME

5.2 Offeror's Representative

The Offeror's representative for the Standing Offer is:

For General inquiries:

Name: _____

Title: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

For Delivery follow-up:

Name: _____

Title: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5.3 Contact at Customer Department

(To be completed by Canada at the time of award)

For all information related to invoicing and /or payments you may communicate with:

CUSTOMER DEPARTMENT: _____

NAME: _____

(AREA CODE) TELEPHONE NUMBER: _____

(AREA CODE) FAX NUMBER: _____

E-MAIL: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

The Department of National Defence
6769 Notre Dame, east
Building no. 11 north
Montreal, Qc
H1N 2E9
Canada

7. Call-up Procedures

8. Call-up Instrument

The work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up against a Standing Offer" or electronic document.

9. Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed **\$ 15,000.00 (Good and Services Tax or Harmonized Sales Tax included)**.

10. Limitation of Expenditure

Financial Limitation – Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*Goods and Services Tax or Harmonized Sales Tax excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or **3 months** before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), Standing Offers - Goods or Services;
- d) the general conditions 2029 (2012-07-16), Goods or Services (Low dollar value) ;
- e) Annex 'A' , Statement of Requirement;
- f) Annex 'B', Pricing ;
- g) Annex 'C' - Consent to a criminal record verification;
- h) the Offeror's offer dated _____ , as clarified on _____ " **or** "as amended on _____".

12. Certifications

12.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (2012-07-16), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

The text under Subsection 25.1 of Section 25 - Code of Conduct and Certifications - Contract of General Conditions 2029 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

2.2 SACC Manual Clauses

SACC Manual Clauses	Section	Date
C2000C	Taxes-Foreign-based Contractor	30/11/07
C2605C	Canadian Customs Duties and Sales Tax –Foreign-based Contractor	12/05/08
A9117C	T1204-Direct Request by Customer Department	30/11/07
A2000C	Foreign Nationals (Canadian Contractor)	16/06/06
A2001C	Foreign Nationals (Foreign Contractor)	16/06/06

3. Term of Contract**3.1 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment**4.1 Basis of Payment – Firm unit price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid *firm unit prices*, as specified in the call-up(s) for a total cost of \$ (The amount will be inserted at contract award). Customs duties are *included*, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Limitation of Price**SACC Manual Clauses**

SACC Manual Clauses	Section	Date
C6000C	Limitation of price	25/05/07

4.3 SACC Manual Clauses

SACC Manual Clauses	Section	Date
H1000C	Single payments	12/08/08

5. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

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Client Ref. No. - N° de réf. du client

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-
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled 'Authorities' of the Contract.
 - c. One (1) copy must be forwarded to the consignee.

6. Insurance

SACC Manual Clauses	Section	Date
G1005C	Insurance	12/05/08

7. Shipping Instructions – Delivery at Origin

Goods must be consigned to the destination specified in the Contract and delivered:

FCA Free Carrier (See Annex 'A' – Statement of requirements , Article no. 2.0) Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A"**STATEMENT OF REQUIREMENT**PURPOSE

1.0 The purpose of this document is to provide the general and specific requirements for a Regional Individual Standing Offer. Required for the collection, laundering and dry clean services of various garments and military combat equipment (Webbing tent) on an as- and- when requested basis according to the needs of the Department of National Defence (DND) Cadet Quartermaster (QM) at the Montreal Garrison, Longue Pointe, Qc.

TASKS AND SPECIFICATIONS

2.0 Collection and delivery will be at the following address:

Cadet Quartermaster Montreal Garrison
6769 Notre-Dame East
Building 11 North
Montreal, QC

3.0 Collection and delivery will be carried out at the request of the Cadet Quartermaster's representative at the Montreal Garrison located at 6769 Notre Dame, east, Building 11 north, Montreal, Qc

3.1 Collections must be carried out between 8h00 and 15h00;

3.2 The offeror must collect the items on Monday (if a holiday, then Tuesday) and return them on Thursday morning of the same week;

3.3 The offeror must have a truck with a box that has internal dimensions of a minimum of 18' x 8' in order to handle the bins (each bin measures 30" x 48 "). That means that the truck would be able to hold 12 bins at one time.

Note 1 : Please take into consideration that during intense exercises, in May and October a surplus of 20 to 25 bins will be sent to be dry cleaned or laundered.

Note 2 : The personnel from the Department of National Defence will not help the supplier to load or unload the bins. The supplier is to provide us with a turn key service.

3.4 The returned items must be clean and dry;

3.5 The invoice must be detailed, listing the internal order number and the standing offer, and delivered at the same time as the garments/equipment.

3.6 At the time of the collection, the offeror must sign for the items received.

3.7 After collection, the offeror will have 48 hours to take an inventory of the items received and notify the designated DND representative if there is a discrepancy in the number of items received. If no discrepancy is reported, the number of items signed for by the offeror at collection time will be considered accurate.

4.0 TECHNICAL SPECIFICATIONS

DRY CLEANING SERVICE

4.1 SLEEPING BAGS

Fold in two lengthwise.

Roll the foot of the sleeping bag toward the top of the sleeping bag.

Secure the sleeping bag with plastic strappings or put in bags.

4.2 WOOL COVER

Fold so that there is a single fold on a single side of the item.

Pile in stacks of five.

Secure the blankets with plastic strapping.

MACHINE LAUNDERING SERVICE

4.3 PROTECTIVE BAG FOR SLEEPING BAG

Fold so that there is a single fold on a single side of the item.

Pile in stacks of five.

Secure the bags using two pieces of plastic strapping, crossed over one another.

4.4 FLANNEL LINING FOR SLEEPING BAG

Fold so that there is a single fold on a single side of the item.

Pile in stacks of five.

Secure the linings using two pieces of plastic strapping, crossed over one another.

4.5 GROUND SHEET

Fold so that there is a single fold on a single side of the item.

Pile in stacks of five.

Secure the ground sheets using two pieces of plastic strapping , crossed over one another.

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INVOICING

5.0 Submit the original invoice to the following address upon returning the items:

Cadet Quartermaster Montreal Garrison
6769 Notre-Dame East, Building 11 North
Montreal, QC, H1N 3R9

DAMAGE TO OR LOSS OF CROWN PROPERTY

6.0 The offeror will reimburse Canada for all costs or expenses associated with damage to or loss of Crown property resulting from the Call-up or its execution; or, subject to reasonable notice, he/she will promptly repair the damages or replace the lost goods to the Crown's satisfaction.

6.1 The offeror will be invoiced for the missing or damaged merchandise (replacement cost) within seven (7) days following a failed delivery.

APPENDIX 'B'

**MACHINE LAUNDRY AND DRY CLEANING SERVICES
PRICING
LIST OF ITEMS**

IMPORTANT NOTE: PRICES MUST BE SUBMITTED FOR ALL THE ITEMS. FAILURE TO DO SO, WILL RENDER YOUR BID NON RESPONSIVE.

DRY-CLEANING SERVICES

Item No.	Description	Quantity of items (Estimate qty only for each year)	Unit of issue	YEAR 1 * Unit price	OPTION YEAR 1 * Unit price	OPTION YEAR 2 *Unit price
1	Sleeping bag DND (Feather fill)	13,500	Each	\$ _____	\$ _____	\$ _____
2	Civilian sleeping bag	500	Each	\$ _____	\$ _____	\$ _____
3	Blanket wool	800	Each	\$ _____	\$ _____	\$ _____
4	Parka complete	1 000	Each	\$ _____	\$ _____	\$ _____
5	Mitt liners	600	Pair	\$ _____	\$ _____	\$ _____
6	Rucksack	50	Each	\$ _____	\$ _____	\$ _____
7	Duffle socks	1 300	Pair	\$ _____	\$ _____	\$ _____
8	Three seasons IECS jacket	500	Each	\$ _____	\$ _____	\$ _____
9	Winter pants	500	Each	\$ _____	\$ _____	\$ _____

NOTE:

1. Unit price: Please indicate if gst/hst is included in the unit price.

MACHINE LAUNDERING SERVICES

Item No.	Description	Quantity of items (<i>Estimate qty only for each year</i>)	Unit of issue	YEAR 1 * Unit price	OPTION YEAR 1 * Unit price	OPTION YEAR 2 *Unit price
1	Protective bag for sleeping bag	3,000	Each	\$_____	\$_____	\$_____
2	Cotton flannel sleeping bag liner	13,800	Each	\$_____	\$_____	\$_____
3	Ground sheet	13,500	Each	\$_____	\$_____	\$_____
4	Mukluk boots	800	Each	\$_____	\$_____	\$_____
5	Mitts (outer shell)	700	Each	\$_____	\$_____	\$_____
6	5 (five) men tent	35	Pair	\$_____	\$_____	\$_____
7	Tent liners	35	Pair	\$_____	\$_____	\$_____

NOTE:

1. Unit price: Please indicate if gst/hst is included in the unit price.

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ANNEX "C"
CONSENT TO A CRIMINAL RECORD VERIFICATION



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A	PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
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The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
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Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue	
City - Ville	Province	Postal Code - Code postal	

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement
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Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
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Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource
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