

**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 Service de laboratoire dentaire	
Solicitation No. - N° de l'invitation 21301-137847/A	Date 2013-02-15
Client Reference No. - N° de référence du client 21301-13-7847	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-560-12271
File No. - N° de dossier MTA-2-35317 (560)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-04	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Ghali, Camille	Buyer Id - Id de l'acheteur mta560
Telephone No. - N° de téléphone (514)496-3871 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SERVICE CORRECTIONNEL DU CANADA TOUS LES ETABLISSEMENTS DU QUEBEC LAVAL Québec H7C1S5 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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	<p>Denture lab services Request for a Regional Individual Standing Offer (RISO) to supply, on an as-and-when-required basis, complete denture upper and/or lower and partial dentures as well as repair service for these dentures for the Correctional Services Canada (CSC), in the region of Quebec.</p> <ul style="list-style-type: none"> Period: 2 years from the date of issuance of the standing offer and two additional option periods of one year each. All details on this application are listed in the RFP. // Demande d'offre à commandes individuelles régionale (OCIR) pour la fourniture, au fur et à mesure, de prothèses dentaires complètes du haut et/ou du bas et prothèses partielles ainsi que le service de réparation de celles-ci pour le compte du service correctionnel Canada (SCC), dans la région du Québec. • Période: 2 années suivant la date d'émission de l'offre à commandes et deux périodes optionnelles additionnelles d'une année chacune. • 	21304	21304	1	LOT	\$		XXXXXXXXXXXX		



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Tous les détails concernant cette demande sont inscrits dans la demande de proposition.								

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PART 1 - GENERAL INFORMATION

1.1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6: 6A, Standing Offer, and
6B, Resulting Contract Clauses; and,

The Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

Annex A - Requirement

Annex B - Pricing

Annex C - Mandatory evaluation criteria to demonstrate upon bid deposit

Annex D - Form - Institutional Access

Annex E - Complete list of bidder's board directors

1.2. Summary

Request for a Regional Individual Standing Offer (RISO) to supply, on an as-and-when-required basis, complete denture upper and/or lower and partial dentures as well as repair service for these dentures for the Correctional Services Canada (CSC), in the region of Quebec.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

The period of the RISO will be for two years from date of issue, with a possibility of two optional extension period of 12 additional months.

1.3. Security Requirement

Contractor personnel shall submit to a local verification of identity or information by Correctional Service Canada prior to admittance to the facility/site. Correctional Service Canada reserves the right to deny access to any facility/site part thereof of any Contractor personnel, at any time.

All Contractor personnel or sub-contractors that must have access to CSC facilities must complete the form CSC-SCC 1279. CSC reserves the right to deny access to any employees that doesn't meet CSC security minimum standards. Canada will not pay any compensation to the Contractor for employees that have been denied access. (see Annex D)

Contractor personnel will be escorted in specific areas of the facility / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

1.4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1. 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 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 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days - Insert: ninety (90) days

2.2. 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.

Bidders must submit firm rates for all categories of resources listed in Annex "B".

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **ten (10) 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.

2.4 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all

2.5 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

3.1. Offer Preparation Instructions

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.

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

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 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.

Payment by credit card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted: VISA _____ or Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card. Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. 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.

4.1.1 Technical evaluation

It is mandatory to meet the mandatory evaluation criteria to allow the technical evaluation of the tender. Failure to do so, will make it non-responsive.

Compliance with Annex «A»

Condition of Material	M1004T	(16/05/2011)
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4.1.2 Financial Evaluation

The financial offer must comply with Annex B, Pricing.

Price Evaluation	M0222T	(11/01/2010)
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Note: The annual quantities are estimated and for financial evaluation purposes only.

The Standing offers will be awarded in Canadian dollars. In the event the offer recommended for Standing offers award was submitted in foreign currency it will be converted using the rate given by the Bank of Canada in effect on the bid solicitation closing date. **Firm unit price** in Canadian currency, FOB Destination including all delivery charges , must be submitted for **all the items** of Annex «B» . Delivery charges of the dentures to the dental laboratory will be at the expense of the Correctional Service of Canada.

4.2. Basis of Selection - Mandatory Technical Criteria

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price* on an aggregate basis will be recommended for issuance of a standing offer.

* The lowest price will be determined by the total value of the unit prices quoted applied to the estimated quantities for the first 2 years. *Please note that the options will not be included in the financial evaluation.*

Only one standing offer will be issued.

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.

5.1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

5.1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of

names. If the required names have 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 comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

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/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

5.2. Additional Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

5.2.1 Additional 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.

5.2.1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

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Buyer ID - Id de l'acheteur

mta560

CCC No./N° CCC - FMS No/ N° VME

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

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror 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), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to FCP, and has a valid certificate number as follows: _____
(e.g. has not been declared an ineligible contractor by HRSDC).

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

5.2.1.2 Proof of Insurance

The Contractor shall provide proof that he holds a liability insurance against medical malpractice throughout the duration of the contract and that the limit of liability can not be less than \$ 1,000,000 per occurrence.

5.2.2 Additional Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

Other Certifications

SACC Clauses
A3010T

Section
Education and Experience

Date
2010-08-16

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with the Requirements at Annex A.

2. Security Requirement

Contractor personnel shall submit to a local verification of identity or information by Correctional Service Canada prior to admittance to the facility/site. Correctional Service Canada reserves the right to deny access to any facility/site part thereof of any Contractor personnel, at any time.

All Contractor personnel or sub-contractors that must have access to CSC facilities must complete the form CSC-SCC 1279. CSC reserves the right to deny access to any employees that doesn't meet CSC security minimum standards. Canada will not pay any compensation to the Contractor for employees that have been denied access. (see Annex «D»)

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 issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of this Standing Offer.

3.2 Supplemental General Conditions

4008 (2008-12-12) Personal Information

4. Term of Standing Offer

4.1 Period of Standing Offer

The period for making Call-ups against the Standing Offer is **for two years starting the awarding date.**

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **two additional periods of 12 months 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 for the Standing Offer is:

Camille Ghali
 Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 Quebec Regional Office
 800 de la Gauchetière Ouest, suite 7300, Montréal (Québec), Canada, H5A 1L6
 Telephone: (514) 496-3871
 Facsimile: (514) 496-3822
 E-mail address: camille.ghali@tpsgc-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.

5.2 Offeror Representative

(The Offeror's Representative will be identified in the Standing Offer.)

Name and telephone number of the person responsible for :

General enquiries & Delivery follow-up

Name: _____
 Telephone No. _____
 Facsimile No. _____
 E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : _____
(to be identified at the time of award)

6.1 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: _____
TELEPHONE NUMBER: _____

7. Instrument

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

8. Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$ 5 000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Limitation of Expenditure

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 **three (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.

10. 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 (2012-11-19), General Conditions - Standing Offers - Good or Services
- (d) Supplemental General Conditions 4008 (2008-12-12) Personal Information
- (e) the general conditions 2010A (2012-11-19), General Conditions - Goods (Medium Complexity)
- (f) Annex A - Requirement
- (g) Annex B - Pricing
- (h) the Offeror's offer _____, (*insert date of the offer*)

11. Certifications

11.1 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 entire period 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 that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed 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 Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2012-11-19) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Interest on Overdue Accounts

Section 13 Interest on Overdue Accounts, of 2010A (2012-11-19) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards at point of sale.

3. Term of Contract

3.1 Delivery Date

The Work must be completed in accordance with the call-up against the Standing Offer and **within 4 weeks** of receipt of the impression.

4. Payment

4.1 SACC Manual Clauses

SACC Reference	Section	Date
A2000C	Foreign Nationals (Canadian Contractor)	16/06/06
A2001C	Foreign Nationals (Foreign Contractor)	16/06/06
C2000C	Taxes - Foreign-based Contractor	30/11/07
C6000C	Limitation of price	25/05/07
H1000C	Single Payment	12/05/08

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File No. - N° du dossier

MTA-2-35317

Buyer ID - Id de l'acheteur

mta560

CCC No./N° CCC - FMS No/ N° VME

4.2 Payment by Credit Card

The following credit card is accepted: _____

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

6. SACC Manual Clauses

SACC Reference	Section	Date
B7500C	Excess Goods	16/06/06

Annex A

Requirement

I. CONTEXT & ENVIRONNEMENT

The Correctional Service of Canada (CSC) is seeking a dental laboratory to make and/or repair full upper and/or lower and partial dentures, in accordance with the relevant legislation and standards governing dental-laboratory service practices in the province of Quebec. The Standing Offer must be for providing services for all the Quebec Region institutions.

The federal penitentiaries, which consist of maximum, medium and minimum security facilities, are as follows:

Leclerc Institution, medium security and is located at 400 Montée St-François, Laval, Quebec;

The Federal Training Centre, minimum and medium security and is located at 6099 Lévesque Blvd. East, Laval, Quebec;

Donnacona Institution, maximum security and is located at 1537 Highway 138, Donnacona, Quebec;

Port-Cartier Institution, maximum security and is located at Chemin de l'aéroport, PO Box 7070, Port-Cartier, Quebec;

The Regional Reception Centre, maximum security and is located at 246 Montée Gagnon, Sainte-Anne-Des-Plaines, Quebec;

Archambault Institution, medium security and is located at 242 Montée Gagnon, Sainte-Anne-Des-Plaines, Quebec;

Cowansville Institution, medium security and is located at 400 Fordyce Avenue, Cowansville, Quebec;

La Macaza Institution, medium security and is located at 321 Chemin de l'aéroport, La Macaza, Quebec;

Drummond Institution, medium security and is located at 2025 Jean-de-Brébeuf Blvd., Drummondville, Quebec;

Joliette Institution, multi-level and is located at 400 Marsolais Street, Joliette, Quebec;

Note 1: All the institutions named above are for men, with the exception of Joliette Institution, which is for women.

Note 2: Leclerc Institution will close in September 2013. Its inmates will be transferred mostly to the Federal Training Centre and Cowansville Institution, as well as other medium-security institutions.

Note 3: Archambault Institution and the Federal Training Centre will provide services to Sainte-Anne-des-Plaines and Montée Saint-François Institutions respectively; therefore the former institutions will be the ones to issue the requests to the laboratory.

II. TERM

A firm period of two years from the contract award date, with a possible contract renewal option for two (2) additional 12-month periods, subject to the same terms and conditions.

III. WORK DESCRIPTION

The estimated need for the Quebec Region institutions is about 280 full and 600 partial dentures per year; this includes dentures to be repaired (about 50/year) and biteplates (night guard) (about 20/year).

- The laboratory (lab) will make/repair full upper and/or lower and partial dentures as requested by the institutions;
- The institutions shall send the dental impressions to the dental laboratory, which will make the dentures within the four weeks following reception of the impressions;
- The lab will perform standard repairs (fracture, crack, denture pop out);
- The lab will perform structural-addition type repairs (tooth addition, clasp, etc.);
- The lab will perform relining, rebasing;
- The lab will provide biteplate (night guard), bruxism plate;
- The supplier will pay the costs of delivering dentures to the institutions;
- Shipping will be by registered mail rather than regular given the value of the dentures being returned;
- CSC shall pay for delivering dentures to the dental laboratory;
- There will be a four-week lead time given for making the dentures;
- The dental laboratory will collaborate closely with the CSC institutions' dentists;
- The rates for making dentures will be fixed for the entire duration of the contract with the supplier.

IV. CONTRACTUEL CONDITIONS

1. MANDATORY CRITERIA

The supplier must;

- 1.1 Possess a diploma in Denturology recognized by a Canadian Ministry of Education;
- 1.2 Be a member in good standing of the Ordre des denturologistes du Québec;
- 1.3 Have experience in making and repairing complete upper and/or lower and partial dentures; "experience" means working for two years during the last five years;
- 1.4 Have experience with an annual volume of work similar to that required by this specification's request for making and repairing complete upper and/or lower and partial dentures. "Similar" volume means the volume shown for the firm years in this specification plus or minus 10 percent;
- 1.5 Have at least one (1) million dollars of professional liability insurance;
- 1.6 Possess a dental laboratory for making dentures.

When the contractor needs to sub-contract a portion of the work, he will have to prove on request that the sub-contractors have their permits, licenses and certificates required to do the work.

- P.S. :**
- 1) If he is granted the contract, the contractor and/or his employees must accept to complete and sign security forms required by the SCC.
 - 2) The SCC reserves the right to verify all information given by the tenderer.

2. EQUIPMENT NOT PROVIDED BY THE GOVERNMENT

The Contractor shall be responsible for the provision of tools such as cellular telephones, pagers another tools required for the execution of the work.

3. SERVICES IN THE OFFICIAL LANGUAGES

The Contractor and/or its replacement shall undertake to provide the services in the official language requested at the time of service delivery (English or French).

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4. INVOICING

The Contractor shall submit all invoices (upon completion of each delivery), to the Project Authority, in accordance with the terms and conditions of the contract. Separate invoices must be made for each institution.

All invoicing is subject to verification by the appropriate CSC authorities.

List of addresses, project managers and financial codes of each institution to be given:

Federal training Center 6099 Boul. Lévesque Laval (Québec) H7C 1P1 Solange Cyr 450-661-7786, poste 4704 Financial code : 32000.825.00000.240.07904.4.1	Drummond institution 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 4T5 Jean-François Bérard 819-477-5112, poste 230 Financial code : 34500.825.00000.240.07904.4.1
Leclerc institution 400, Montée St-François Laval (Québec) H7C 1S7 Linda Belzile 450- 664-1320 ext. 5701 33000.825.00000.240.07904.4.1	La Macaza institution 321, Chemin de l'Aéroport La Macaza (Québec) J0T 1R0 Luc Lavigne 819-275-2315, poste 7031 35200.825.00000.240.07904.4.1
Archambault institution 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0 Jean-Marc Décarie 450-478-5960, poste 8711 34100.825.00000.240.07904.4.1	Joliette institution 400, rue Marsolais Joliette (Québec) J6E 8V4 Jonathan Ouellet 450-752-5257, poste 3400 32500.825.00000.240.07904.4.1
Regional Reception Center 246, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0 Sylvain Lefebvre 450-478-5977, poste 7701 34300.825.00000.240.07904.4.1	Cowansville institution 400, Fordyce Cowansville (Québec) J2K 3N7 Andrée Ménard 450-263-3073, poste 2820 35000.825.00000.240.07904.4.1
Port Cartier institution C.P. 7070, 1 Chemin de l'Aéroport Port-Cartier, (Québec) G5B 2W2 France Duquet 418-766-7070, poste 2823 36800.825.00000.240.07904.4.1	Donnacona institution 1537, route 138 Donnacona (Québec) G3M 1C9 Marie-Chantal Beaudry 418-285-2455, poste 2750 32100.825.00000.240.07904.4.1

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Annex B

Pricing

The supplier must indicate a firm price for at least the firm two-year period included in this bid solicitation. (GST must be extra)

These prices must include all costs associated with the provision of services

A) PERIOD: Two firm years , from the contract award date

1st firm year

<u>TYPE OF WORK</u>	<u>UNIT PRICE</u>	<u>YEARLY TOTAL (unit price X estimate)</u>
Full upper and lower dentures <i>Yearly estimate: 255 requests.</i>	\$ _____	\$ _____
Partial dentures <i>Yearly estimate: 555 requests.</i>	\$ _____	\$ _____
Standard repairs (damage, crack, tooth pop out)	\$ _____	\$ _____
Structural-addition repairs (tooth addition, clasp, etc.)	\$ _____	
Relining, rebasing <i>Yearly repair estimate: 50 requests.</i>	\$ _____	
Night guard, bruxism plate. <i>Yearly estimate: 20 requests.</i>	\$ _____	\$ _____
		YEARLY GRAND TOTAL:
		\$ _____

2nd firm year

<u>TYPE OF WORK</u>	<u>UNIT PRICE</u>	<u>YEARLY TOTAL (unit price X estimate)</u>
Full upper and lower dentures <i>Yearly estimate: 255 requests.</i>	\$ _____	\$ _____
Partial dentures <i>Yearly estimate: 555 requests.</i>	\$ _____	\$ _____
Standard repairs (damage, crack, tooth pop out)	\$ _____	\$ _____
Structural-addition repairs (tooth addition, clasp, etc.)	\$ _____	
Relining, rebasing <i>Yearly repair estimate: 50 requests.</i>	\$ _____	
Night guard, bruxism plate. <i>Yearly estimate: 20 requests.</i>	\$ _____	\$ _____
		YEARLY GRAND TOTAL:
		\$ _____

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B) 1st optional year after the initial 2 contractual years

<u>TYPE OF WORK</u>	<u>UNIT PRICE</u>	<u>YEARLY TOTAL (unit price X estimate)</u>
Full upper and lower dentures <i>Yearly estimate: 255 requests.</i>	\$ _____	\$ _____
Partial dentures <i>Yearly estimate: 555 requests.</i>	\$ _____	\$ _____
Standard repairs (damage, crack, tooth pop out)	\$ _____	\$ _____
Structural-addition repairs (tooth addition, clasp, etc.)	\$ _____	
Relining, rebasing <i>Yearly repair estimate: 50 requests.</i>	\$ _____	
Night guard, bruxism plate. <i>Yearly estimate: 20 requests.</i>	\$ _____	\$ _____
		YEARLY GRAND TOTAL:
		\$ _____

C) 2nd optional year at the end of the 1st optional year

<u>TYPE OF WORK</u>	<u>UNIT PRICE</u>	<u>YEARLY TOTAL (unit price X estimate)</u>
Full upper and lower dentures <i>Yearly estimate: 255 requests.</i>	\$ _____	\$ _____
Partial dentures <i>Yearly estimate: 555 requests.</i>	\$ _____	\$ _____
Standard repairs (damage, crack, tooth pop out)	\$ _____	\$ _____
Structural-addition repairs (tooth addition, clasp, etc.)	\$ _____	
Relining, rebasing <i>Yearly repair estimate: 50 requests.</i>	\$ _____	
Night guard, bruxism plate. <i>Yearly estimate: 20 requests.</i>	\$ _____	\$ _____
		YEARLY GRAND TOTAL:
		\$ _____

Annex C

Mandatory evaluation criteria to demonstrate upon bid deposit

To comply to the presentation of evaluation criteria, refer to Section I - Technical Bid of 3.1. - Bid Preparation Instructions of Part 3 - BID PREPARATION INSTRUCTIONS of the Request for Proposal

All mandatory technical specifications must be met. Canada request that bidders indicate that they meet each stated criterion, indicating the title of the attached supporting documentation, or the page of the attached brochure or catalogue that meets the criterion. Bidders will be rejected if they do not meet all mandatory requirements.

Mandatory Evaluation Criteria

As set out in Annex "A" - Requirement-Mandatory requirements the descriptions and specifications are designated below by their numbers 1.1 to 1.5:

- 1.1 Possess a diploma in Denturology recognized by a Canadian Ministry of Education;
To assess this requirement, the bidder must provide with the bid a copy of diploma
- 1.2 Be a member in good standing of the Ordre des denturologistes du Québec;
To assess this requirement, the bidder must provide with the bid evidence to that effect;
- 1.3 Have experience in making and repairing complete upper and/or lower and partial dentures; "experience" means working for two years during the last five years;
To assess this requirement, the bidder must provide with the bid, his CV demonstrating his skills and experiences;
- 1.4 Have experience with an annual volume of work similar to that required by this specification's request for making and repairing complete upper and/or lower and partial dentures. "Similar" volume means the volume shown for the firm years in this specification plus or minus 10 percent;
To assess this requirement, the bidder must complete and submit the grid in Annex C;
- 1.5 Have at least one (1) million dollars of professional liability insurance;
To assess this requirement, the (**qualified**) bidder must provide evidence to that effect **prior to contract award.**

Lab's experience

The lab must have experience for a minimum of two (2) years of manufacture and / or repair of dentures of similar nature and scope in the last five (5) years to the client's satisfaction.

“Similar nature and scope” means contracts for the manufacture and / or repair of dentures of a minimum value of **\$75,000.00 per year**.

The contracts must have been carried out to the client's satisfaction. PWGSC reserves the right to verify that the client was satisfied. If the client was not satisfied, the project will not be retained on the basis of experience in similar projects, and the bidder will be disqualified since the mandatory requirements are not met.

Bidders must complete the table below and provide it with their bid.

Project	Brief description of project	Location	Contract year (s)	Face value of contract	Name of client and phone number
# 1					
# 2					

Note: Bidders may, if necessary, add more rows to the table above in order to meet the criteria required of at least two years (consecutive or not) as long as the nature and scope are met.

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Annex D

Form - Institutional Access

		Correctional Service Canada / Service correctionnel Canada		PROTECTED / PROTÉGÉ B		ONCE COMPLETED / UNE FOIS REMPLI	
INSTITUTIONAL ACCESS / ACCÈS À UN ÉTABLISSEMENT CPIC CLEARANCE REQUEST / DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC				PUT AWAY ON FILE - CLASSER AU DOSSIER ADMINISTRATIVE OR OPERATIONAL FILE / DOSSIER ADMINISTRATIF OU OPÉRATIONNEL Original = 3170-12			
INSTITUTION - ÉTABLISSEMENT		Request received / Demande reçue le		Date (YYYY-MM-DD)		PUT AWAY ON FILE / CLASSER AU DOSSIER	
A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS							
Surname / Nom de famille		Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)			Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)		
Date of birth / Date de naissance (YYYY-MM-DD)		Place of birth - Lieu de naissance / City/Town - Ville ou municipalité		Provincial/State - Province ou état		Country - Pays	
B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE							
<input type="checkbox"/> Male / Homme		<input type="checkbox"/> Female / Femme		Height - Grandeur		Weight - Poids	
				Eye color - Couleur des yeux		Hair color - Couleur des cheveux	
C. ADDRESS - ADRESSÉ							
Street - Rue		City/Town - Ville ou municipalité		Province		Postal Code - Code postal	
				Telephone number - Numéro de téléphone		Home - Domicile / Work - Bureau	
Representing (name of company/organization) - Représentant (nom de la compagnie ou de l'organisation)							
D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX							
Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? / Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?							
1.				<input type="checkbox"/> Yes / Oui		<input type="checkbox"/> No / Non	
Do you personally know of any person incarcerated in a correctional facility? / Do you personally know of any person incarcerated in a correctional facility? If so, provide names - Si oui, fournir son nom :							
2.				<input type="checkbox"/> Yes / Oui		<input type="checkbox"/> No / Non	
Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? / Avez-vous des raisons de croire que le fait d'établir un contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?							
3.				<input type="checkbox"/> Yes / Oui		<input type="checkbox"/> No / Non	
Are you related/associated to an inmate or an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?							
4.				<input type="checkbox"/> Yes / Oui		<input type="checkbox"/> No / Non	
If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.							
E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.) (Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)							
In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.				En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.			
NOTE: Access may be denied for submitting false information. Passes may be issued for those meeting criteria and approval.				NOTE: Accès peut être refusé pour fausses déclarations. Un laissez-passer peut être émis aux demandeurs dont la demande d'accès est approuvée.			
Applicant's signature - Signature du demandeur				Date (YYYY-MM-DD)			
F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC Reason for clearance - Motif justifiant la demande d'accès							
Department making the request (please print) / Unité qui soumet la demande (en lettres mouillées s.v.p.)				Signature of Division Head / Signature du chef de la division		Date (YYYY-MM-DD)	
<input type="checkbox"/> No criminal record / Aucun casier judiciaire		<input type="checkbox"/> A possible criminal record #: / Numéro du casier judiciaire possible :		Last entry: / Dernière entrée :			
<input type="checkbox"/> An outstanding warrant/charge held by: / Auteurs du mandat non exécuté/accusation en instance :							
SIGNATURES							
<input type="checkbox"/> Approved / Approuvée		<input type="checkbox"/> Not approved / Non approuvée		The individual has been advised. - Le demandeur a été informé de la décision.		By: / Par:	
Security Intelligence Officer / Agent de renseignements de sécurité		Date (YYYY-MM-DD)		Institutional Head / Directeur de l'établissement		Date (YYYY-MM-DD)	
				Visit Review Board / Comité des visites		Date (YYYY-MM-DD)	

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Annex E

Complete list of bidder's board directors

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS
