

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

|   |  |
|---|--|
| <b>Title - Sujet</b><br>BED COMFORTER   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W0103-13K092/A  | <b>Date</b><br>2012-07-24  |
| <b>Client Reference No. - N° de référence du client</b><br>W0103-13K092   |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$VIC-223-5982  |  |
| <b>File No. - N° de dossier</b><br>VIC-2-35113 (223)  | <b>CCC No./N° CCC - FMS No./N° VME</b>   |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2012-09-05</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Pacific Daylight Saving<br>Time PDT |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>                                       |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Janice Reed  | <b>Buyer Id - Id de l'acheteur</b><br>vic223                                     |
| <b>Telephone No. - N° de téléphone</b><br>(250) 363-3249 ( )  | <b>FAX No. - N° de FAX</b><br>(250) 363-0395                                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>Dept. of National Defence<br>CFB Esquimalt<br>Bldg #66 Colwood<br>Victoria, BC V9A 7N2 |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

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

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## PART 1 GENERAL INFORMATION

### 1. SECURITY REQUIREMENT

There is no security requirement associated with the requirement.

### 2. REQUIREMENT

To supply King Size Bed Comforters to the Department of National Defence, CFB Esquimalt, in Victoria, BC in accordance with the specifications outlined Annex "A" Basis of Payment included as attached.

All items shall be consigned to the destination specified herein and Delivered Duty Paid (DDP), to DND, CFB Esquimalt, Victoria, BC, according to Incoterms 2000 for shipments from a commercial contractor.

While, all deliverables must be received on or before March 31, 2012, please specify when the complete shipment will be received at the destination after receipt of an authorized award of purchase.

\_\_\_\_ **Days** upon receipt of award of Contract; or  
\_\_\_\_ **Weeks** upon receipt of award of Contract

### 3. DEBRIEFINGS

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 BIDDER INSTRUCTIONS

### 1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003 (2012-03-02)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:

(a) designates the brand name, model and/or part number of the substitute product;

- (b) states that the substitute product is fully interchangeable with the item specified;
  - (c) provides complete specifications and descriptive literature for each substitute product;
  - (d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation;
  - (e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
- (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

## 2. SUBMISSION OF BIDS

Bids 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 bid solicitation.

### Acceptance of Electronic Proposals

Proposals submitted by Facsimile are acceptable provided they are received prior to the time specified for closing of proposals and contain the proposal reference number and closing date. Facsimile proposals must be comprehensive and include the entire proposal. Facsimile proposals must be confirmed in writing within two (2) working days after bid closing unless specified otherwise in the bid solicitation. All documents confirming bids should bear the word "**Confirmation**".

**"Bidders should clearly understand that the responsibility for transmission of proposals is entirely theirs".**

The PWGSC facsimile number for bid receipt is (250)363-3344.

## 3. ENQUIRIES - BID SOLICITATION

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question is

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eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. APPLICABLE LAWS**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

### **PART 3 BID PREPARATION INSTRUCTIONS**

#### **1. BID PREPARATION INSTRUCTIONS**

##### **Section I: Technical Bid**

The Bidder/Offeror must clearly understand the requirement described in the Request for Proposal (RFP).

##### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

##### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

##### **Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

### **PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **1. EVALUATION PROCEDURES**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A representative of Canada will evaluate the bids.

##### **Mandatory Technical Criteria**

To be considered responsive, a bid must meet all of the mandatory requirements of the bid solicitation. Bids not meeting all of the mandatory requirements will be given no further consideration.

1. Acceptance of all Terms & Conditions
2. Adherence to Specifications;

### 3. Completion of the Request for Proposal

#### Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

#### Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

- Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

- VISA     MasterCard

**or**

- Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card.

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

### 2. BASIS OF SELECTION

The Contract will be awarded to the lowest priced, responsive offer. It is anticipated that only one (1) Contract will be issued as a result of this Request for Proposal.

PWGSC reserves the right but is not obliged to perform any of the following:

- a) seek clarification or verify any or all information provided by the Bidder with respect to this Bid Solicitation;
- b) contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, at PWGSC to verify and validate any information or data submitted by the Bidder.

### PART 5 CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the

certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## 1. CODE OF CONDUCT CERTIFICATIONS - CONSENT TO A CRIMINAL RECORD VERIFICATION

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form (PWGSC-TPSGC 229), for each individual named in the list.

## 2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

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

### Federal Contractors Program

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, 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, 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.

**Certifications**

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

**PART 6  
RESULTING CONTRACT CLAUSES****1. SECURITY REQUIREMENT**

There is no security requirement associated with the requirement.

**2. REQUIREMENT**

To supply King size Bed Comforters to the Department of National Defence, CFB Esquimalt, in Victoria, BC in accordance with the specifications outlined Annex "A" Basis of Payment included as attached.

**3. STANDARD CLAUSES AND CONDITIONS**

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

**General Conditions**

**2010A (2012-07-16)**, General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

**4. TERM OF CONTRACT****Delivery**

All goods shall be consigned to the destination specified herein and Delivered Duty Paid (DDP) to, DND, CFB Esquimalt, Victoria, BC, according to Incoterms 2000 for shipments from commercial contractor on or before: *(to be determined at Contact Award)*.

The Contractor is responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

**Consignee**

Shipment shall be consigned including all delivery charges to:

Dept. of National Defence  
CFB Esquimalt  
Bldg #66 Colwood  
Victoria, BC V9A 7N2

Attn: Lori-Anne Clairmont

**5. AUTHORITIES**

**Contracting Authority**

The Contracting Authority for the Contract is:

**Janice Reed**

Procurement Officer

Public Works and Government Services Canada

Pacific Region Acquisitions

Victoria, BC V8W 2Z4

**Telephone:** (250)363-3249

**Facsimile:** (250)363-0395

**E-mail:** janice.reed@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**Project Authority**

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**Contractor's Representative**

The Contractor's Representative is responsible for the administration of the Contract.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**6. PAYMENT**

**Basis of Payment**

All prices will be in accordance with Annex "A" Basis of Payment herein.

**Basis of Payment - Firm Lot Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm lot price, as specified in Annex "A" Basis of Payment for a total cost of \$ \_\_\_\_\_. Customs duties are subject to exemption 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.

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**Option to Increase Quantity**

DND reserves the right to increase the Contract quantity by an amount not to exceed 30% of the quantity identified under Annex "A" Basis of Payment herein. Exercise of this option shall be by written notice from DND within \_\_\_\_\_ days from the date of award of this Contract. Unless otherwise agreed between DND and the Contractor, it is understood that the quantities which may be added by exercise of this option will be supplied after delivery of the initial Contract quantity, at the same price and same delivery rate.

**Limitation of Price**

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.

**Payment of Invoices by Credit Card**

The following credit card(s) (as specified by the Bidder) are accepted: ( ) VISA ( ) MasterCard

**Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

**7. INVOICING INSTRUCTIONS****Invoicing Instructions**

1. 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.
2. Invoices must be distributed as follows:
  - 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.

**8. CERTIFICATIONS****Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue,

whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

## 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 Articles of Agreement;
- (b) the general conditions 2010A (2012-03-02);
- (c) Annex A, Basis of Payment;
- (d) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

Solicitation No. - N° de l'invitation

W0103-13K092/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-2-35113

Buyer ID - Id de l'acheteur

vic223

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

W0103-13K092

CCC No./N° CCC - FMS No/ N° VME

## Annex "A" Basis of Payment

All prices below shall be firm and in Canadian funds including Canadian customs duties, excise taxes, delivery charges which are to be Delivered Duty Paid (DDP) to destination as indicated herein. The amount of Harmonized Sales Tax (HST) shall be shown as a separate item.

| Item | Description   | Qty<br>U / I        | Firm Unit Price |
|------|---|---------------------|-----------------|
| 1    | <p><b>Bed Comforter:</b> King size,<br/>           - 50 oz fill (approx. 1,555 g or 4.2 pounds), 100% polyester;<br/>           - 110"W x 96"L, reversible, all seams and piping to be double stitched;<br/>           - Colour: Grey tone on tone, Pantone Grey 421C - or Equivalent;<br/>           - shams not required.</p> <p>All materials must meet Canadian Flame retardency standards.</p> | <b>150<br/>Each</b> | \$/Ea           |
|      | <b>Subtotal</b>   |                     | \$              |
|      | <b>HST</b>  |                     | \$              |
|      | <b>Total</b>  |                     | \$              |

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**Annex "B"**  
**Form - PWGSC-TPSGC 229**

The Form - PWGSC-TPSGC 229 is now in your possession.

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Buyer ID - Id de l'acheteur

vic223

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

W0103-13K092

CCC No./N° CCC - FMS No/ N° VME

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**NOTE TO BIDDERS:** Please cut the mailing label below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile the Fax No. is (250)363-3344, use this sheet as the cover sheet. Always ensure your company name, return address, GETS/Merx reference number, solicitation number and closing date appear legibly on the outside of your bid submission.



**BID RECEIVING**  
**Public Works and Government Services Canada**  
**401 - 1230 Government St**  
**Victoria, BC**  
**V8W 3X4**

**Solicitation No.: W0103-13K092/A**

**Closing Date: 2:00 PM, September 5, 2012**



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

|          |   |
|----------|---|
| <b>A</b> | <b>PRIVACY ACT STATEMENT<br/>ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS</b> |
|----------|---|

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>B</b> | <b>BIOGRAPHICAL INFORMATION - Must be completed by the individual<br/>RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu</b> |
|----------|---|

|   |  |
|---|--|
| 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)<br>Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets) |  |
| Gender - Sexe<br><input type="checkbox"/> Male<br>Masculin <input type="checkbox"/> Female<br>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   |

|          |   |
|----------|---|
| <b>C</b> | <b>CONSENT - Must be signed by the individual<br/>CONSENTEMENT - Doit être signé par l'individu</b> |
|----------|---|

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) |

|          |   |
|----------|---|
| <b>D</b> | <b>ADMINISTRATIVE INFORMATION - Internal Government Use Only<br/>RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b> |
|----------|---|

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)<br>Date de la demande |
|---|---|

|   |   |
|---|---|
| Requesting Contact Person - Personne-ressource requérante | Contact Person Tel. No. - N° de tél. de la personne-ressource |
|---|---|