

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
- 3.. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to issuance of Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Call-up Procedures
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications
12. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements

Solicitation No. - N° de l'invitation

B3275-110139/D

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor016

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

B3275-110139

File No. - N° du dossier

TOR-2-35069

CCC No./N° CCC - FMS No/ N° VME

7. SACC Manual Clauses

List of Annexes:

Annex A	Statement of Work
Annex B	Furniture Description and Specification
Annex C	Basis of Payment
Annex D	Standing Offer Reporting Form - Example
Annex E	Price Evaluation Calculation

THIS CANCELS AND SUPERSEDES PREVIOUS SOLICITATION NUMBER B3275-110139/B DATED 9 OCTOBER 2012 WHICH WAS DUE AT 14:00 HOURS ON 19 OCTOBER 2012.

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 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; and
 - 6B, 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 the Statement of Work, Furniture Description and Specification, Basis of Payment and any other annexes.

2. Summary

- i) This requirement is for the supply, delivery, and assembly, on an "as and when requested" basis of basic household furniture items, to the identified individuals or families on behalf of Citizenship and Immigration Canada for Windsor area in accordance with Annex A - Statement of Work (SOW) and Annex B - Furniture Description and Specification, attached hereto.
- ii) The proposed period of the Standing Offer is for one (1) year from date of standing offer (tentative date 1 November 2012) with the right to request an extension for an additional period of 1 year.
- (iii) The furniture must be consigned FOB destination including all delivery and assembly charges. Deliveries will be to the **Windsor Area**.
- (iv) It is intended to issue one standing offer.
- (v) The estimated expenditure including HST per year for **Windsor Area** - \$150,000.00.

This amount is an estimates only. They are not a guarantee of anticipated work.

- (vi) pursuant to section 01 of Standard Instructions 2006, 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 and related documentation.
- (vii) 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).

3. 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.

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 (2012-11-19) 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: (60) days
Insert: (90) days

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.

DUE TO THE NATURE OF THE REQUEST FOR STANDING OFFER, TRANSMISSION OF OFFERS BY FACSIMILE OR ELECTRONIC MAIL TO PWGSC WILL NOT BE ACCEPTED.

2.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

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.

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 Ontario.

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 (2 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Annex C, Basis of Payment and Annex E. Price Evaluation Calculation. The total amount of Goods and Services Tax or Harmonized Sales Tax is to 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 Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation**1.1.1 Mandatory Technical Criteria**

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

At RFSO closing date and time, the Offeror must:

- comply with the following Mandatory Requirements; and
- provide the necessary documentation to support compliance
- indicate where the information can be found in their proposal to demonstrate that they meet the criteria..

Item No.	Mandatory Technical Criteria	Cross Reference to Proposal, Annex, Page no. Etc.
1.	Offeror must fill-out and submit for each of the items on Annex B, Furniture Description and Specifications as follows: <ul style="list-style-type: none"> - the proposed make and model of each item being offered; - pictures of each actual items that are being offered; and - specification for each item from the manufacturer. (NOTE: Offeror is not required to provide descriptive literature or photographs for all three kitchen tables, unless the three kitchen tables are markedly different from one another).	

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

a) Offeror must offer pricing for all items detailed in Annex "C", Basis of Payment and pricing for delivery.

b) There is a maximum funding allowed for each of the packages in Annex C, Basis of Payment, Section A. as follows:

Package 1 - Single Person - \$905

Package 2 – Single Parent with one dependent - \$1805

Package 3 – Single Parent with 4 dependents - \$2500

Package 4 – Couple - \$1425

Package 5 – Couple with one dependent - \$1810

Package 6 – Couple with 3 dependents - \$2650

(Goods and Services Tax or Harmonized Sales Tax extra, as appropriate).

Offers valued in excess of these amounts will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding.

c) Prices are to be quoted f.o.b. destination, installation, set-up and/or assembly included, delivery charges and Goods and Services Tax or the Harmonized Sales Tax excluded.

d) Offer must not contain any alterations or any condition or qualification placed upon the offer.

1.2.2 The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, delivery charges included. Custom duties and Excise taxes included.

1.2.3 The pricing proposed at Annex C, Basis of Payment will be used for price evaluation at Annex E.

1.2.4 The price used in the evaluation is the Total Aggregate of all the extended prices for all pricing periods (Initial Period and Extension Period). See Annex E, Price Evaluation Calculation.

2. Basis of Selection**2.1 Basis of Selection - Mandatory Technical Criteria Only**

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 will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

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

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 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' 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.

2. 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.

2.1 Federal Contractors Program for Employment Equity

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 noncompliance 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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to supply, deliver, and assemble, on an as and when requested basis, household furniture in accordance with Annex A, Statement of Work for Windsor area.

2. 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.

2.1 General Conditions

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

2.2 Standing Offers Reporting

2.2.1 Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid by Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a **quarterly** to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: November 1 to January 31;

2nd quarter: February 1 to April 30;

3rd quarter: May 1 to July 31;

4th quarter: August 1 to October 31;

The data must be submitted to the Standing Offer Authority no later than **15** calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for 1 year from date of standing Offer to 30 November 2013.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 12 month period (from 1 Decembre 2013 to 30 November 2014) 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Helen Yari

Public Works and Government Services Canada

Acquisitions Branch

33 City Centre Dr., Ste.480C

Mississauga, ON L5B 2N5

Telephone: 905-615-2081

Facsimile: 905-615-2060

E-mail address: Helen.Yari@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.

4.2 Project Authority

The Project Authority for the Standing Offer is:

(will be provided in the Standing Offer document)

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative

Name: _____

Name: _____

Title: _____

Title: _____

Telephone: ____ - ____ - _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

E-mail address: _____

5. Identified Users

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

_____*(The CIC's authorized agent(s) to be identified in the Standing Offer document.)*_____

6. 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 version.

7. Call-up Procedures

The Identified User authorized to make call-ups against the Standing Offer will place call-ups with the Standing Offer holder for the particular geographic area stated in the Summary of Requirement in Section A. Standing Offer.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____*(amount to be inserted in the standing offer document)*_____*(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 4 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 - Goods or Services;
- d) the general conditions 2010A (2012-11-19) General Conditions - Goods (Medium Complexity);
- e) Annex A - Statement of Work;
- f) Annex B - Furniture Description and Specification;
- g) Annex C - Basis of Payment
- h) Annex D - Standing Offer Reporting Form, Example
- i) the Offeror's offer dated _____ or clarified on _____ **or** amended on _____.

11. Certifications

11.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

12. 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 Ontario.

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. Requirement

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

2. Standard Clauses and Conditions

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

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with Annex A, Statement of Work or as specified on the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex C, Basis of Payment for a cost of the amount stipulated in the call-up document. 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.

4.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

5. 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.

Each invoice must be supported by:

- (a) a copy of the Call-up Against the Standing Offer or Electronic document;
- (b) a copy of a signed packing slip for receipt of furniture for each delivery;
- (c) any other documents as specified in the call-up document; and

Separate invoice must be produced for each address where furniture was delivered.

2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Address provided on call-up document.

6. Insurance Requirement

6.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows:

Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

6.2 Automobile Liability Insurance

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence. The policy must include the following:

Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

Accident Benefits - all jurisdictional statutes

Uninsured Motorist Protection

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7. SACC Manual Clauses

B1501C (2006-06-16) Electrical Equipment

ANNEX A

STATEMENT OF WORK

1. The offeror/supplier is required to deliver basic household furniture as detailed herein and as ordered from *Windsor Area* to the Immigrant's permanent address on the date stipulated, or within a maximum of 72 hours of that date. Invoices are to be sent to the local Citizenship & Immigration office (to be provided) for verification. An authorized agent (to be identified in the resultant Standing Offer) will make the call-up against a standing offer in writing or by telephone (with a follow-up copy). The Immigrant will not select the furniture.
2. The offeror/supplier is to adhere strictly to the details of the call-up against the standing offer and/or the request as indicated by the authorized agent. There is to be no deviation or substitution of inferior or less costly items, without prior notification and approval, in which case the cost must be reduced.
3. The offeror/supplier must not refund or exchange any goods sold under any resultant call-up against a Standing Offer without written authorization from the authorized agent responsible for ordering the goods.
4. The offeror/supplier must service and deliver multiple orders per day (possibly as many as 30 orders in Toronto and 10 orders in each of the other areas), primarily at the first or end of the month.
5. Delivery is required within three days (72 hours) from time of call-up, and on occasion, delivery is required within 24 hours. If the order is incomplete, the offeror/supplier will notify the authorized agent to arrange a future delivery.
6. The offeror/supplier is to assemble the furniture to a "ready-to-use" state before delivery or is to assemble to a "ready-to-use" state at the Immigrant's residence.
7. The offeror/supplier must repair or replace any items damaged in shipment or received in a defective condition within 48 hours after notification; unless it has been determined that damage has been caused by the end user.
8. Packaging and Shipping: Packaging and shipping is to be in accordance with the industry standard for the applicable items in order to ensure their safe arrival at destination. All items shall remain the responsibility of the Offeror until delivered and accepted by the designated user. Costs associated with damage in transit to the destination will be borne by the offeror/supplier.
9. The offeror/supplier must have the ability to produce individual receipts for each family unit where furniture is delivered.

ANNEX B**FURNITURE DESCRIPTION AND SPECIFICATIONS**

No.	Item	Descriptions and Specifications	Make and Model
1.	Single bed set	<p>1) 39" X 74" coil mattress- 10 year warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides, minimum 225 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, side wall support, multi-quilted borders.</p> <p>2) 39" x 74" foundation, 100% solid kiln dried wood frame, 1/8" comfort foam layer, dust cover, multi-quilted borders, dust cover</p> <p>3) adjustable steel bed frame with casters to accommodate single or double bed</p> <p>4) Mattress must meet all flammability performance requirements under Standard Can 2-4-2 N77</p>	<p>Mattress Offered:</p> <p>Make _____</p> <p>Model _____</p>
2.	Double Bed Set	<p>1) 54"x 74" coil mattress- 10 yr. warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides, minimum 312 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, sidewall support, multi-quilted borders</p> <p>2) 54"x 74" foundation, 100% solid kiln dried wood frame, minimum 1/8" comfort foam layer, dust cover, multi-quilted borders, dust cover</p> <p>3) Adjustable steel bed frame with casters to accommodate single or double bed</p> <p>4) Mattress must meet all flammability performance requirements under Standard Can 2-4-2 N77</p>	<p>Mattress Offered:</p> <p>Make _____</p> <p>Model _____</p>
3.	Metal Frame Bunk Bed Set	<p>1) Frame: Metal frame with securely attached ladders for safety, metal tubing with non-removable ladder for durability and stability Preferred colours: white, black or blue</p> <p>2) Mattress 39" x 74" coil mattresses- 10 yr. warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides, minimum 225 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, sidewall support, multi-quilted borders</p> <p>3) Mattress must meet all flammability performance requirements under Standard Can 2-4-2 N77</p>	<p>Mattress Offered:</p> <p>Make _____</p> <p>Model _____</p> <p>Bunk Bed Set:</p> <p>Make _____</p> <p>Model _____</p>

ANNEX B - FURNITURE DESCRIPTION AND SPECIFICATIONS

4.	Crib and mattress set	<p>1) Crib- built to CSA standards, solid hardwood construction, meets Canadian Hazardous Products Regulations and tested and approved by Health Canada, non toxic finishes, converts to day bed, multi-position wooden mattress supports that are bolted to the frame</p> <p>2) Mattress-10 yr. warranty, minimum 88 coil resolution , white vinyl cover, 6 gauge border rod, measurements to fit crib, 100% polyurethane foam padding, 52" long x 27" wide x 5.5" high</p>	<p>Crib: Make_____</p> <p>Model_____</p> <p>Mattress: Make_____</p> <p>Model_____</p>
5.	Bed Bug mattress and pillow covers	Bed bug mattress covers to fit mattress sizes, 1 pillow cover for single & 2 for double, zipper sealed and high density, non-woven polypropylene.	<p>Make_____</p> <p>Model_____</p>
6.	Single Dresser/chest of drawers	<p>Four drawers, fully assembled, minimum 5/8" wood product construction, protective coating*, metal roller drawer slides, minimum 1/2" thick drawer sides , minimum 1/4" thick drawer bottoms, pocket screw construction, 32" wide x 16" deep x 42" high (+ /- 6")</p> <p>All components (tops, gables, drawers and drawer fronts) to be same thickness material, minimum 5/8" wood product.</p> <p>*defintion of protective coating - any surface coating over the wood that will prvent or protect against scratching. Surface can be thermo fused, melamine, high pressure laminate or similar product that is durable and will stand up to everday use without scratching or peeling.</p>	<p>Make_____</p> <p>Model_____</p>
7.	Double Dresser	<p>Double dresser with six drawers , fully assembled, minimum 5/8" wood product construction, protective coating, metal roller drawer slides, minimum 1/2" thick draw slides, minimum 1/4" thick drawer bottoms, pocket screw construction, 48" wide x 16" deep by 30" high (+/-6")</p> <p>All components (tops, gables, drawers and drawer fronts) to be same thickness material, minimum 5/8" wood product.</p> <p>*defintion of protective coating - any surface coating over the wood that will prvent or protect against scratching. Surface can be thermo fused, melamine, high pressure laminate or similar product that is durable and will stand up to everday use without scratching or peeling</p>	<p>Make_____</p> <p>Model_____</p>

ANNEX B - FURNITURE DESCRIPTION AND SPECIFICATIONS

8.	Sofa	Seating for three adults, with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of minimum 1.6lb, wood glue used to make frame strong and noiseless, commercial upholstery fabric tested to minimum 40,000 rubs, dimensions: 72" long x 30" deep x 32" high (+/- 12")	Make _____ Model _____
9.	Loveseat	Seating for two adults with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of minimum 1.6 lb, wood glue used to make frame strong and noiseless, commercial upholstery fabric tested to minimum 40,000 rubs, dimensions: 52" long x 30" deep x 32" high (+/- 10")	Make _____ Model _____
10.	Sofa Chair	Seating for one adult, with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of minimum 1.6lb, to match sofa and loveseat, dimensions 30" long x 30" deep x 32" high (+/- 10")	Make _____ Model _____
11.	Two piece coffee and end table set	Coffee table- laminated wood finish, sturdy table top with panel support approximately 40" long x 16" high and 16" deep (+/- 6") End Table –laminated wood finish , sturdy table top with panel support, approximately 18" wide x 25" deep x 22" high (+/- 6")	Make _____ Model _____
12.	Standing Floor Lamp	Metal base with shade, works with energy efficient compact fluorescent light bulbs, 60 -65" high, CSA approved, fully assembled, includes one compact fluorescent light bulb (26-29 watts)	Make _____ Model _____
13.	Three piece table and chair set	1) Table- wood construction with protective lacquer coating, fully assembled, ¾" thick table top, 2 ½" table skirts, dimensions 36" long x 24" wide x 30" high (+/- 6") 2) Two dining chairs – non collapsible with back, wood, protective coating, colour/finish to match table	Make _____ Model _____
14.	Five piece table and chair set	1) Table- wood construction with protective lacquer coating, fully assembled, ¾" thick table top, 2 ½" table skirts, dimensions 48" long x 30" wide x 30" high (+/- 6") 2) Four dining chairs- non collapsible with back, wood, protective lacquer coating, colour/finish to match table	Make _____ Model _____

ANNEX B - FURNITURE DESCRIPTION AND SPECIFICATIONS

15.	Seven piece table and chair set	1) Table- wood construction with protective lacquer coating, fully assembled, ¾" thick table top, 2 ½" table skirts, dimensions 60" long x 36" wide x 30" high (+/- 6") 2) Six dining chairs- non collapsible with back, wood, protective lacquer coating, colour/finish to match table	Make _____ Model _____
16.	Single Chair	Non collapsible with back, wood, protective lacquer coating, colour/ finish to match tables.	Make _____ Model _____

NOTE:

1. Item nos. 6 and 7 must be matching dressers.
2. Item no. 8, 9, and 10 must be all matching fabric and style.
3. Item no. 16 must match item nos. 13, 14, and 15.

ANNEX C
BASIS OF PAYMENT

1. Windsor Area
2. Periods - Initial Period - date of Standing Offer to 31 October 2013; and
- Extension (Ext.) Period - 1 November 2013 to 31 October 2014

SECTION A - FURNITURE PRICING:

Prices herein are in Canadian Funds, FOB destination, delivery charges are extra, as applicable, see Section B herein. The Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) is excluded and Customs duties and Excise taxes included.

A.1 Package Pricing:

At Packages 2, 3, and 6, for items where total quantity is specified in () the Firm Unit Price is the sum of the total quantities.

Example 1: Single Bed Set (1 set per person, total 2)

Single Bed Set per person is \$100.00 x qty. 2 = \$200.00 is the 'FIRM UNIT PRICE'

PACKAGE 1 - SINGLE PERSON	Initial Period	Ext. Period
ITEM DESCRIPTION	FIRM UNIT PRICE	
1 Single Bed Set	\$	\$
Bed bug mattress and pillow cover	\$	\$
1 single dresser or chest of drawers	\$	\$
1 sofa chair	\$	\$
1 Standing Floor Lamp	\$	\$
1 3-Piece Table and chair Set	\$	\$
TOTAL COST PACKAGE 1	\$	\$

A.1 Package Pricing: (cont'd)

PACKAGE 2 - SINGLE PARENT with 1 DEPENDENTS	Initial period	Ext. Period
ITEM DESCRIPTION	FIRM UNIT PRICE	
Single Bed Set (1 set per person, total 2)	\$	\$
Bed bug mattress and pillow cover (1 set per person, total 2)	\$	\$
1 Single Dresser or chest of drawers (1 per person, total 2)	\$	\$
1 Standing Floor Lamp	\$	\$
1 Sofa	\$	\$
1 Sofa Chair	\$	\$
1 Two piece coffee and end table set	\$	\$
1 Five piece table and chair set	\$	\$
TOTAL COST PACKAGE 2	\$	\$
PACKAGE 3 - SINGLE PARENT with 4 DEPENDENTS	Initial period	Ext. Period
ITEM DESCRIPTION	FIRM UNIT PRICE	
Single Bed Set (1 set per person, total 5)	\$	\$
Bed bug mattress and pillow cover (1 set per person, total 5)	\$	\$
1 Single Dresser or chest of drawers (1 per person, total 5)	\$	\$
1 Standing Floor Lamp	\$	\$
1 Sofa	\$	\$
1 Sofa Chair	\$	\$
1 Two piece coffee and end table set	\$	\$
1 Seven piece table and chair set	\$	\$
TOTAL COST PACKAGE 3	\$	\$
PACKAGE 4 - COUPLE	Initial Period	Ext. Period
ITEM DESCRIPTION	FIRM UNIT PRICE	
1 Double Bed Set	\$	\$
Bed bug mattress and pillow cover set	\$	\$
1 Double Dresser	\$	\$
1 Standing Floor Lamp	\$	\$
1 Sofa	\$	\$
1 Sofa Chair	\$	\$
1 Two piece coffee and end table set	\$	\$
1 Three piece table and chair set	\$	\$
TOTAL COST PACKAGE 4	\$	\$

A.1 Package Pricing: (cont'd)

PACKAGE 5 - COUPLE with 1 DEPENDENT	Initial period	Ext. Period
ITEM DESCRIPTION	FIRM UNIT PRICE	
1 Double Bed Set	\$	\$
Single Bed Set	\$	\$
Bed bug mattress and pillow cover - double	\$	\$
Bed bug mattress and pillow cover – single	\$	\$
1 Double Dresser	\$	\$
1 Single Dresser or chest of drawers	\$	\$
1 Standing Floor Lamp	\$	\$
1 Sofa	\$	\$
1 Sofa chair	\$	\$
1 Two piece coffee and end table set	\$	\$
1 Five piece table and chair set	\$	\$
TOTAL COST PACKAGE 5	\$	\$

PACKAGE 6 - COUPLE with 3 DEPENDENTS	Initial period	Ext. Period
ITEM DESCRIPTION	FIRM UNIT PRICE	
1 Double bed set	\$	\$
1 Single bed set (1 set per dependent, total 3)	\$	\$
Bed bug mattress and pillow cover - double	\$	\$
Bed bug mattress and pillow cover – single (1 per dependent, total 3)	\$	\$
1 Double Dresser	\$	\$
1 Single Dresser or chest of drawers (1 per dependent, total 3)	\$	\$
1 Standing Floor Lamp	\$	\$
1 Sofa	\$	\$
1 Loveseat	\$	\$
1 Sofa chair	\$	\$
1 Two piece coffee and end table set	\$	\$
1 Seven piece table and chair set	\$	\$
TOTAL COST PACKAGE 6	\$	\$

A.2 Single Unit Pricing:

ADDITIONAL FURNITURE FOR DEPENDENTS	Initial period	Ext. Period
ITEM DESCRIPTION	FIRM UNIT PRICE	
1. Single Bed Set	\$	\$
2. Double Bed Set	\$	\$
3. Bed bug mattress and pillow cover set- single	\$	\$
4. Bed bug mattress and pillow cover set - double	\$	\$
5. Single Dresser or Chest of drawers	\$	\$
6. Double Dresser	\$	\$
7. Metal Frame Bunk Bed Set (single with mattress)	\$	\$
8. Crib and Mattress set	\$	\$
9. Sofa	\$	\$
10. Sofa Chair	\$	\$
11. Two piece coffee and end table set	\$	\$
12. Standing Floor Lamp	\$	\$
13. Three Piece Table and Chair set	\$	\$
14. Five Piece Table and Chair set	\$	\$
15. Seven Piece Table and Chair set	\$	\$
16. Single chair	\$	\$

SECTION B - DELIVERY PRICING

1. The "Firm Lot Price Per Delivery" pricings herein are per delivery. Each delivery may consist of any one of the package listed under A.1, Package Pricing, plus any additional furniture that may be added to the package from A.2 "Additional Furniture for Dependents". The Firm Lot Price Per Delivery also includes installation, assembly and/or set-up of furniture.

Area	Firm Lot Price Per Delivery	
	Initial Period	Ext. Period
Windsor Area - The city of Windsor and surrounding area including Lasalle and Belleriver and the counties of Essex, Kent and Lambton	\$ _____	\$ _____

2. For call-up destination outside of the area of coverage as detailed above, if, an additional delivery charge applies, then the Offeror will be reimbursed for the additional delivery charge, which will be calculated in accordance with the kilometric rate as per Appendix B of the *Treasury Board Travel Directive*,

Solicitation No. - N° de l'invitation

B3275-110139/D

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35069

Buyer ID - Id de l'acheteur

tor016

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

B3275-110139

CCC No./N° CCC - FMS No/ N° VME

from the closest city or county specified above to the call-up destination. All payment will be subject to government audit.

Solicitation No. - N° de l'invitation

B3275-110139/D

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor016

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

B3275-110139

File No. - N° du dossier

TOR-2-35069

CCC No./N° CCC - FMS No/ N° VME

ANNEX D

Standing Offer Reporting Form - Example

(The report must include the following information.)

The Offeror understands that it is their responsibility to implement a system for tracking all call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.

Reports must be submitted to the Standing Offer Authority to: helen.yari@pwgsc.gc.ca

Report(s) is/are to be submitted every quarter for each area, detailing the information below.

The following information is required:

Offerors' Name: _____		Offerors' Contact Info: _____	
Title: Household Furniture			
Area: _____			
Original Value of SO: \$ _____		Amended Value of SO \$ _____	
Standing Offer	(Insert Standing Offer Number)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)

Call-up Number	Date of Order	Package ordered as per Section A.1 of Annex C						Additional Furniture for Dependents as per Section A.2, of Annex C								Total Value of Call-up			
		1	2	3	4	5	6	1	2	3	4	5	6	7	8		etc.		

Refer to Part 6.A. Article 2.2.

NIL REPORT: We have not done any business with the federal government for this period ____

The FINAL REPORT is to provide a list showing items requisitioned that represent approximately the total value of all call-ups.

ANNEX E**PRICE EVALUATION CALCULATION**

1. The proposed pricing on Annex C, Basis of Payment will be used herein for price evaluation. Should there be a discrepancies in the pricing, the pricing on the Basis of Payment will be used herein for price evaluation purposes. Not all items on Annex C, Basis of Payment will be used for price evaluation.

2. The price used in the evaluation will be the Total Aggregate (the sum of all the Extended Prices for the Initial Period and Extension Period). The Extended Prices, column (C), for the Initial Period will be calculated by multiplying the est.qty. values, column (A) by the Offeror's corresponding unit price column (B). The Extended Prices, column (E), for the Extension Period will be calculated by multiplying the est. qty. values, column (A) by the Offeror's corresponding unit price column (D).

Windsor Area		Initial Period		Extension Period	
		Est. Qty. (A)	Unit Price (B)	Extended Price (C)	Unit Price (D)
1. Total Cost Package 1	35	\$	\$	\$	\$
2. Total Cost Package 2	15	\$	\$	\$	\$
3. Total Cost Package 3	5	\$	\$	\$	\$
4. Total Cost Package 4	10	\$	\$	\$	\$
5. Total Cost Package 5	15	\$	\$	\$	\$
6. Total Cost Package 6	10	\$	\$	\$	\$
7. Single Bed Set	75	\$	\$	\$	\$
8. Bed bug mattress and pillow cover set- single	75	\$	\$	\$	\$
9. Single Dresser/Chest of drawers	75	\$	\$	\$	\$
10. Double Dresser	5	\$	\$	\$	\$
11. Metal Frame Bunk Bed Set (single w/mattress)	2	\$	\$	\$	\$
12. Sofa	3	\$	\$	\$	\$
13. Sofa Chair	10	\$	\$	\$	\$
14. Two piece coffee and end table set	3	\$	\$	\$	\$
15. Standing Floor Lamp	5	\$	\$	\$	\$
16. Delivery Charge	90	\$	\$	\$	\$
TOTAL AGGREGATE FOR WINDSOR (Sum of Extended Prices)				\$ _____	