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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Basis of Payment and Correctional Services of Canada's Institutional Delivery/Invoicing Addresses.

2. Summary

Provide various Dental Services for Correctional Service of Canada (CSC) at various Institutions in British Columbia in accordance with the attached hereto as Annex "A" during the period of the Standing Offer, on an "as and when requested" basis.

This requirement falls under the Common Classification System (G0) covering Health and Social Services to which the World Trade Organization - Agreement on Government Procurement (WTO-AGP) (Annex 4), the North American Free Trade Agreement (NAFTA) (Chapter 10, Annex 1001.1b-2b) and AIT (annex 502.1B) does not apply.

3. Security Requirement

There is no security requirement associated with the requirement.

4. 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 (2013-01-28) 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: one hundred and twenty (120) 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.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten 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 British Columbia.

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 copies)

Section II: Financial Offer (1 copy)

Section III: Certifications (1 copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors 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 the "Annex A, Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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 _____

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.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1. Mandatory Technical Evaluation

1.1.1 The Bidder must submit a cost proposal - Annex "A", GST/HST excluded, all applicable customs duty and excise taxes included as applicable.

1.1.2 The Bidder must provide valid proof of training as a Dental Technician in the form of a Diploma.

1.1.3 The Bidder must provide a valid copy of a Municipal Business Licence.

1.1.4 The Bidder must provide a copy of the Dental Association Technician's Board Yearly Registration and Accreditation Certification bearing the Registrant's Names, in accordance with B.C. Provincial Dental Technician and Denturists Acts as per chapter 91, Section 4 (3). (If the certification expires during the period of the Standing Offer, a copy of the renewal must be forwarded immediately to PWGSC, Rm 641-800 Burrard Street, Vancouver, B.C. V6Z 2V8.

Note: **A Permit Technician is not acceptable.** There are to be no more than two (2) Assistants and one (1) Student with each Dental Technician.

1.1.5 The Bidder is not permitted to process full dentures by the Quik Cure Method.

1.1.6 The Bidder is to include information on any complaints lodged by the B.C. Dental Association Technicians Board against your Company.

1.1.7 The Bidder must include a description of infection control procedures practised by your laboratory.

1.1.8 The Bidder shall provide a list of a minimum of three (3) clients presently being serviced by your laboratory.

1.1.9 The Bidder is to indicate below the number of employees in your laboratory.

- | | | |
|-------|---------------------------|-------|
| (i) | Administrative | _____ |
| (ii) | Dental Technicians | _____ |
| (iii) | Assitant Dental Technican | _____ |
| (iv) | Student Technician | _____ |
| (v) | Other | _____ |
| (vi) | Total | _____ |

1.2 Financial Evaluation

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

2. Basis of Selection - LOWEST PRICE

To be considered compliant, a proposal must meet all of the Mandatory Requirements specified above.

The **lowest priced compliant proposal** as detailed in Annex "A" will be recommended for award of a standing offer.

Canada reserves the right to reject any bid which does not comply with this solicitation. Any deviation is to be clearly identified and supported with full details.

Should the Bidder provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as provided in the Access to Information Act.

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'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)) (<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 - Certification

2.1.1 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. 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.

2.1.2 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.

2.1.3 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.

2.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

"former public servant" means a former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

"pension" means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36 as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror must provide the following information:

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

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

2.3 Canadian Content Certification

2.3.1 *SACC Manual* clause A3050T (2012-07-16) Canadian Content Definition

2.3.2 A3055T (2010-01-11) Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

- () the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement associated with the requirement.

3. Standard Clauses and Conditions

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

3.1 General Conditions

3.1.1 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

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 for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "A". 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 basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: July 1 to September 30;
2nd quarter: October 1 to December 31;
3rd quarter: January 1 to March 31; and
4th quarter: April 1 to June 30.

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from July 1, 2013 to June 30, 2016 inclusive.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Goretti Mak, Supply Specialist
Public Works and Government Services Canada
12th Floor - 800 Burrard St
Vancouver, B.C. V6Z 2V8
Tel: (604) 775-7649
Fax: (604) 775-7526
EMail: Goretti.Mak@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 Project Authority

The Project Authority for the Standing Offer is:

Name: TBA

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

5.3 Offeror's Representative

Name: _____
Address: _____
Tel: _____
Fax: _____
Email: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Services Canada in BC Region only.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 or an electronic version.

8. Limitation of Call-ups

While the Standing Offer will have no total expenditure amount, no Individual call-up against the Standing Offer may exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$285,000.00 Goods and Services Tax or Harmonized Sales Tax included 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 2 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.

- 10.1 the call up against the Standing Offer, including any annexes;
- 10.2 the articles of the Standing Offer;
- 10.3 the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- 10.4 the general conditions 2010C (2012-11-19) General Conditions - Services (Medium Complexity);
- 10.5 Annex X, Requirement;
- 10.6 Annex X, Basis of Payment;
- 10.7 the Offeror's offer dated _____, *(if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).*

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 British Columbia.

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-11-19), General Conditions - Services (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 the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price", as specified in Annex A, Basis of Payment. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Expenditure

4.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$254,464.28. Customs duties are extra and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

4.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4.3 Method of Payment

4.3.1 Multiple Payments (2008-05-12) H1001C

4.4 Payment by Credit Card

The following credit cards are accepted:

- 4.4.1 VISA (_____)
- 4.4.2 MasterCard (_____)
- 4.4.3 American Express (_____)

5. Invoicing Instructions

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

6. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX "A"**BASIS OF PAYMENT**

Prices are firm in Canadian dollars, GST/HST excluded, FOB Destination (for goods), all applicable customs duty and excise taxes included, if applicable.

- | | | |
|-----|---|--|
| 1. | Full denture upper or lower including articulation, set-up, try-on, process and finish, plus price for tooth | \$ _____ / lot |
| 2. | Immediate denture, plus price for tooth | \$ _____ / lot |
| 3. | Upper treatment partials, pricing based on basic work plus price for tooth, plus \$ _____ / tooth | \$ _____ / lot |
| 4. | Lower treatment partials, pricing based on basic work plus price for tooth, plus \$ _____ / tooth | \$ _____ / lot |
| 5. | Relines and rebases full upper or lower reline, plus model.
Denture repairs (models included) full or partial denture as stated item 6, 7, 8 below | Reline: \$ _____ / lot
Rebase: \$ _____ / lot
Repair: \$ _____ / lot |
| 6. | Add tooth to partial denture or complete denture, pricing basic work, plus price for tooth | \$ _____ / lot |
| 7. | Lingual strengthener | \$ _____ / lot |
| 8. | Wire mesh reinforcement | \$ _____ / lot |
| 9. | Reprocessing and finishing re-setting anteriors | \$ _____ / lot |
| 10. | Protective appliance, temporary splint or guard bruxing | \$ _____ / lot |
| 11. | Upper cast chrome cobalt free end with clasps and rests, plus price for tooth | \$ _____ / lot |
| 12. | Lower cast chrome cobalt free weith clasps and rests, plus price for tooth | \$ _____ / lot |
| 13. | Upper cast chrome cobalt tooth-borne with clasps and rests, plus price for tooth | \$ _____ / lot |
| 14. | Lower cast chrome cobalt tooth-borne with clasps and rests, plus price for tooth | \$ _____ / lot |
| 15. | Castings, cast partial addition, wrought clasps soldered to frame | |

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21801-130016

File No. - N° du dossier

VAN-2-35210

CCC No./N° CCC - FMS No/ N° VME

\$ _____ - 1st tooth reinforcer & laser weld

\$ _____ - 1st clasp laser welded to frame

16. Miscellaneous procedures as necessary for the proper fabrication of the appliance involved, e.g. Stainless steel clasps may be ordered on an “as and when requested” basis and priced in accordance with your wholesale price list.

Annex "B"**Correctional Services of Canada's Institutional Delivery/Invoicing Addresses**

Institution	Delivery Address	Invoicing Address	Contact Phone/Fax #'s
Ferndale Institution	Ferndale Institution 33737 Dewdney Trunk Rd, Mission, B.C. V2V 4L8	Ferndale Institution P.O. Box 50, Mission, B.C. V2V 4L8	Louise Lacerte (604) 820-5762 Fax: (604) 826-5803
Fraser Valley Institution	Regional Supply Depot (P) 3334 King Road Abbotsford, B.C. V2S 6J6	Fraser Valley Institution PO Box 5000 33344 King Road Abbotsford, B.C. V2S 4P3	Susan Nolan (604) 870-2648 Fax: (604) 870-2735
Kent Institution	Kent Institution 4732 Cemetery Road Agassiz, B.C. V0M 1A0	Kent Instituton P.O. Box 1500, Agassiz, B.C. V0M 1A0	Susan Nolan 1-604-796-4422 Fax: 1-604-796-4502
Kwikwexwelhp Institution	Kwikwexwelhp Institution Access off of Morris Valley Road, Harrison Mills, B.C. VOM 1L0	Kwikwexwelhp Institution P.O. Box 50 Harrison Mills, B.C. VOM 1L0	Louise Lacerte (604) 796-1670 Fax: (604) 796-3261 (604) 796-8431
Matsqui Institution	Regional Supply Depot (P) 33344 King Road, Abbotsford, B.C. V2S 6J5	Matsqui Institution P.O. Box 2500, Abbotsford, B.C. V2S 4P3	Katherine Mathieson (604) 850-8264 Fax: (604) 850-8210
Mission Institution	Mission Institution 8751 Stave Lake Road, Mission, B.C. V2V 4L8	Mission Institution P.O. Box 60, Mission, B.C. V2V 4L8	Michelle Smith (604) 820-5854 Fax: (604) 820-5803
Mountain Institution	Mountain Institution 4732 Cemetery Road Agassiz, B.C. V0M 1A0	Mountain Institution P.O. Box 1600 Agassiz, B.C. V0M 1A0	Pat David (604) 796-1440 Fax: 1-604-796-1527
Regional Treatment Centre/Pacific Institution	Regional Supply Depot (P) 33344 King Road, Abbotsford, B.C. V2S 6J5	Regional Treatment P.O. Box 3000, Abbotsford, B.C. V2S 4P4	Donna Raketti (604) 870-7768 Fax: (604) 851-7610
William Head Institution	William Head Institution End of William Head Road Metchosin, BC V8X 3Y8	William Head Institution PO Box 4000, Station A Metchosin, BC V8X 3Y8	Jamie Kennedy (250) 391-7027 Fax: (250) 391-2735

Solicitation No. - N° de l'invitation

21801-130016/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VAN-2-35210

Buyer ID - Id de l'acheteur

van531

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

21801-130016

CCC No./N° CCC - FMS No/ N° VME

NOTE TO BIDDERS: Please use ONE of the two mailing labels 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 (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

Bid Receiving
Public Works & Government Services Canada
#219 - 800 BURRARD STREET
VANCOUVER BC V6Z 2V8

Solicitation No. 21801-130016/A

Solicitation Closes at : 14:00 PST
on : March 4, 2013

Réception des soumissions
Travaux publics et services gouvernementaux Canada
#219 - 800 BURRARD STREET
Vancouver (C.-B) V6Z 2V8

N° de l'invitation : 21801-130016/A

La réception des soumissions prend fin le : 4 mars, 2013
à : 14:00 PST
