

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Regina (REG)
Suite 201, 1800 11th Ave
Regina
Sask.
S4P 0H8
Bid Fax: (306) 780-5601

**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

Title - Sujet Toilet Paper Bulk Purchase	
Solicitation No. - N° de l'invitation 21501-122032/B	Date 2012-03-21
Client Reference No. - N° de référence du client 21501-122032	
GETS Reference No. - N° de référence de SEAG PW-\$REG-152-4432	
File No. - N° de dossier REG-1-34191 (152)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-01	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Parisee, Jillian	Buyer Id - Id de l'acheteur reg152
Telephone No. - N° de téléphone (306) 780-5597 ()	FAX No. - N° de FAX (306) 780-5601
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA VARIOUS PRAIRIE REGION SITES	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

Issuing Office - Bureau de distribution
Regina (REG)
Suite 201, 1800 11th Avenue
Regina
Sask.
S4P 0H8

This bid solicitation cancels and supercedes previous bid solicitation number 21501-122032/A

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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.

1.1 SACC Manual Clauses

B1000T (2007-11-30), Condition of Material

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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 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 Saskatchewan.

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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
 Section II: Financial Bid (1 hard copies)
 Section III: Certifications (1 hard copies)

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 bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders are encouraged to:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

1.1 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Annex A

1.2 Financial Evaluation

SACC Manual Clause A0222T(2010-01-11), Evaluation of Price

The proposals will be assessed and accepted on a low aggregate basis. Low aggregate will be determined by extending and totalling the unit prices for all line items as follows:

Item #1 + Item #2 + Item #3 = Lowest aggregate price

Refer to Annex "C", Compliance index

For evaluation purposes only:

A 100 meter roll length will be used as a base to evaluate the per meter price as follows:

Offered roll price / meters offered x 100 meters = price for 100 meter roll x estimated quantities

Example using estimated quantities of 6000 rolls

Bidder 1: Offered price \$0.50 for 95 meter rolls

$\$0.50 / 95 \text{ meters} \times 100 = \$0.5263 \text{ per } 100 \text{ meter roll} \times 6000 = \3157.80

Bidder 2: Offered price \$.55 for 100 meter rolls

$\$0.55 / 100 \times 100 = \$0.55 \text{ per } 100 \text{ meter roll} \times 6000 = \3300.00

Bidder 3: Offered price \$0.60 for 110 meter rolls

$\$0.60 / 110 \text{ meters} \times 100 = \$0.5454 \text{ per } 100 \text{ meter roll} \times 6000 = \3272.40

Based on this bidder 1 would have the lowest price.

2. Basis of Selection

2.1 Mandatory Technical Criteria A0031 (2010-08-16)

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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. 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.

1.1 Federal Contractors Program - Certification

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 contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 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.

2. If the Bidder 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 Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the 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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2012-03-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the contract is from 01 June 2012 to 31 May 2013 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jillian Parisee
A/Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
201-1800 11th Avenue
Regina, SK., S4P 0H8
Telephone: 306-780-5597
Facsimile: 306-780-5601
E-mail address: jillian.parisee@pwgsc-tpsgc.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.

5.2 Project Authority

The Project Authority for the Contract is: TO BE DETERMINED AT CONTRACT AWARD

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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.

5.3 Contractor's Representative (TO BE COMPLETED)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor will be paid a firm unit price, as specified in contract for a cost of \$ _TBD_. 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.

Refer to Annex B.

6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.3 Single Payment

SACC Manual clause H1001C (2008-05-12), Multiple Payments

6.4 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

7. 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.

8. Certifications

- 8.1** 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 Saskatchewan.

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), Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Evaluation Criteria and Contractor Selection;
- (f) the Contractor's bid dated _____ .

11. SACC Manual Clauses

B7500C (2006-06-16), Excess Goods

12. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX "A" - REQUIREMENT

To supply and deliver 404,640 rolls of toilet paper per year in accordance with the specifications included herein for Correctional Services Canada (CSC), various locations in Alberta, Manitoba, and Saskatchewan, during the period of the contract from 01 June 2012 to 31 May 2013 inclusive. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions.

1. Mandatory Requirement

Bidders MUST submit within three (3) working days upon request a sample roll of the product it is offering.

2. Phased Delivery

Delivery MUST be made on the last working day of every 2nd month commencing June 2012. The quantity delivered to each of the 11 CSC locations every second month MUST be in accordance with Annex "B" - Various CSC Locations and Quantities Required.

3. Specifications

- 1) 1 ply
- 2) White. 1000-1210 sheets per roll ONLY. No deviations.
- 3) Minimum total length of roll must be not less than 91m to a maximum of 112m.
- 4) Each roll must be individually wrapped with paper or plastic wrapping.
- 5) The thickness of the paper wrapped around the core must not be less than 3.9 cm.
- 6) The toilet paper tissue must be made from not less the 10% recycled fibre.
- 7) The toilet paper must be provided in boxes of 40-48 rolls/case.
- 8) The toilet paper provided must be reasonably free from visible wood splinters, holes, breaks and wrinkles.

4. Special Instructions

- 1) An invoice is required for each delivery against the contract. Invoices are to be sent to the locations that receive the delivery.
- 2) Product is to be delivered Monday to Friday between 08:00 - 11:00 and 13:00 - 15:00 hours unless the consignee advises otherwise.
- 3) Substitutions, cancellations, and shortages MUST be approved by the consignees prior to shipping.

5. Various CSC Locations and Quantities Required

The quantities below are to be delivered on the last working day of every second month to each institution listed. Delivery months will be: April, June, August, October, December, February.

Alberta	Quantity
1) Edmonton Institution 21611 Meridian Street Edmonton, AB T5J 3H7	6,336 rolls
2) Edmonton Institution for Women	576 rolls

	11151-178th Street Edmonton, AB T5S 2H9	
3)	Grande Cache Institution Bag 4000 Grande Cache, AB T0E 0Y0	3,840 rolls
4)	Drumheller Institution PO Box 3000 Drumheller, AB T0J 0Y0	9,312 rolls
5)	Bowden Institution PO Box 6000 Innisfail, AB T4G 1V1	13,200 rolls
Manitoba		Quantity
6)	Stony Mountain Institution PO Box 4500 Winnipeg, MB R3C 3W8	9,600 rolls
7)	Rockwood Institution PO Box 72 Stony Mountain, MB R0C 3A0	1,920 rolls
Saskatchewan		Quantity
8)	Saskatchewan Penitentiary 15th Street West Prince Albert, SK S6V 5R6	16,800 rolls
9)	Riverbend Institution 15th Street West PO Box 850 Prince Albert, SK., S6V 5S4	1,920 rolls
10)	Regional Psychiatric Centre PO Box 9243 Saskatoon, SK S7K 3X5	3,360 rolls
11)	Willow Cree Healing Lodge Beardy's and Okemasis Reserve 6 Kilometres West of Duck Lake on Highway 212 PO Box 520 Duck Lake, SK S0K 1J0	576 rolls

Total of the 11 institutions = 67,440 per delivery, 404,640 per year.

Note: Some delays may be encountered due to security measures for deliveries inside the institutions.

Solicitation No. - N° de l'invitation

21501-122032/B

Amd. No. - N° de la modif.

File No. - N° du dossier

REG-1-34191

Buyer ID - Id de l'acheteur

reg152

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

21501-122032

CCC No./N° CCC - FMS No/ N° VME

ANNEX "B"
BASIS OF PAYMENT

Firm prices, in CAN Dollars, FOB Destination, including all freight, pre-delivery fees, and off-loading charges to all 11 CSC destinations, GST Extra, if applicable, as detailed below.

ITEM DESCRIPTION**PER ROLL****Year One from 01 April 2012 to 31 March 2013**

001 Toilet paper as per Annex "A", Requirement \$_____/roll

Option Year One from 01 April 2013 to 31 March 2014

002 Toilet paper as per Annex "A", Requirement \$_____/roll

Option Year Two from 01 April 2014 to 31 March 2015

001 Toilet paper as per Annex "A", Requirement \$_____/roll

Product Offered:_____

ANNEX C COMPLIANCE INDEX

Attach a separate appendix to your proposal indicating **whether and how** your product meets or exceeds each specifications in Annex A, Item 3 from "1) Must meet or exceed CAN/CGSB-9.13-94 Type 1..." To "7) the toilet paper tissue must be made from not less than 10% recycled fibre". Please provide complete specifications and descriptive and/or technical literature to illustrate your statements.

For specification #1, the bidder must address the CAN/CGSB-9.13-94 type 1 toilet paper Standard Section 4 - "General Requirements" items 4.1 & 4.2 and Section 5 - "Detailed Requirements" items 5.1.1 to 5.1.5 inclusive. In order to do this, you must obtain a copy of the standard which are available at <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/boutique-store-eng.html>

Bidders should address each specification detailed in Annex A, Item 3 on a **point by point** basis.

For example:

Specification #1: Must meet or exceed CAN/CGSB-9.14-94 Type 1 toilet paper.....

Bidder's Response:

"4.1 - Material - Compliant. Our product is made from a mixture of virgin and recycled fibre"

"4.2 - Workmanship - Compliant. Our product is unglazed, soft, flexible...."

"5.1.1 - Dry tensile strength - Compliant. Our product's average tensile strength is 120N/m..."

Repeat for each subparagraph contained in items 5.1.1 to 5.1.5 inclusive.

Specification #2: 1 ply

Bidder's Response:

"Compliant. Our product is 1-ply"

And so on, throughout the complete Specification in Annex A, Item 3.

Comments should be made on all items in Annex A, items 1 to 5 inclusive, e.g. "Compliant" or "Non-compliant" followed by as much detail as possible. It will be to your advantage to furnish as much detail as possible to support your comments and your claims of compliance for each specification. Reference the page number and highlight the specification in your technical literature that supports your compliance. If there is no technical literature to support a specification, you should indicate so.

The Crown is under NO obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Bidders should note that failure to be able to demonstrate any capability to which they claim compliance will result in their proposal being considered non-responsive. 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.

Failure to present a proposal complete with technical data to support compliance may result in the bid being regarded as non-responsive, and no further consideration would be given to the submission.