

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St. / 11 rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**

## Gatineau

## Québec

**K1A 0S5**

**Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en régime accéléré

11 Laurier St. / 11 rue Laurier

6B3, Place du Portage

### Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Office Supplies - Fourn. de Bureau	
<b>Solicitation No. - N° de l'invitation</b> E60PD-11OSFB/D	<b>Date</b> 2013-01-22
<b>Client Reference No. - N° de référence du client</b> E60PD-11OSFB	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PD-032-62013
<b>File No. - N° de dossier</b> pd032.E60PD-11OSFB	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-02-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Swanson, Manon	<b>Buyer Id - Id de l'acheteur</b> pd032
<b>Telephone No. - N° de téléphone</b> (819)956-7304 ( )	<b>FAX No. - N° de FAX</b> (819)956-5706
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Multiple, as per call-up Multiples, selon commande subsequente	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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This cancels and supersedes previous Request for Standing Offer Number E60PD-11OSFB/B dated October, 2nd 2012 and closing at 2:00 PM on November 28, 2012.

(Prendre note que les changements apportés à la DOC /B sont indiquées en vert dans la DOC /D)

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## PART 1 - GENERAL INFORMATION

***This procurement has been set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB).***

### 1.1 Introduction

The Request for Standing Offer (RFSO) is divided into six parts plus annexes and appendices, 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, if applicable, 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;

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 Requirement; the Offeror's Representation Table; the Electronic Financial Offer Template (EFOT) and the Instructions for Completing the Electronic Standing Offer Usage Report.

The Appendices include the Calculation Methodology Tables - Financial Evaluation; the Instructions for Completing the Financial Offer Template - Stage 1; the Electronic Price List Instructions - Stage 2 and the Electronic Standing Offer Usage Report.

## 1.2. Summary

### 1.2.1 Requirement

Canada has a requirement to establish National or Regional Master Standing Offer(s) under the federal government's Procurement Strategy for Aboriginal Business (PSAB) for the supply of miscellaneous office and desk supplies in accordance with Annex A - Requirement, for use by any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act, R.S., 1985, c. F-11*, on an "as and when requested" basis for a period from date of issuance until March 31, 2014 with the option to extend for three (3) additional one (1) year periods under the same terms and conditions.

There are two (2) separate solicitation documents published on GETS for this requirement; one (1) solicitation document E60PD-11OSFB/C aimed at the general industry and one (1) under the aboriginal set-aside program E60PD-11OSFB/D. If Offerors are eligible and choose to make an offer on both requirements they must quote on the appropriate solicitation document, in other words submit two (2) separate offer packages.

### 1.2.2. Trade Agreements

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business .

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

### 1.2.3 Electronic Price List

Any Standing Offer that will be issued as a result of the Request for Standing Offer may be listed by PWGSC on a web-based desk top purchasing aid provided to federal government departments.

The submission of an Electronic Price List that meets Canada's requirement will be required prior to Standing Offer Issuance in order to populate PWGSC web sites and electronic tools.

In order to reduce the administrative burden on Offerors, only Offerors who have successfully qualified as a result of this solicitation process will be required to submit an Electronic Price List.

The Electronic Price List will be subject to validation and acceptance by PWGSC. Standing Offers will be issued to qualified Offerors only once the Standing Offer Authority has deemed their Electronic Price List as validated and acceptable to PWGSC.

### 1.2.4 Official Language Act

The *Official Languages Act* specifies that PWGSC has an obligation to provide services to other government departments and agencies in the language of work of the region. The Atlantic, Quebec, National Capital Region (NCR), Eastern and the Northern Ontario regions are prescribed under the Act and are therefore designated as bilingual regions for language of work purposes. In regions prescribed as bilingual, any resulting Offeror is required to serve those prescribed regions in both official languages, such as the provision of bilingual Offeror price lists.

For the purposes of this requirement any Offeror across Canada that is quoting on a bilingual designated region must offer documentation in both official languages and must be able to provide bilingual services to those regions, such as a bilingual contact taking orders, etc.

### 1.3. 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.

#### 1.4. Key Terms

<b>PWGSC</b>	- Public Works & Government Services Canada
<b>RFSO</b>	- Request for Standing Offer
<b>RMSO</b>	- Regional Master Standing Offer
<b>NMSO</b>	- National Master Standing Offer
<b>NCR</b>	- National Capital Region
<b>EFOT</b>	- Electronic Financial Offer Template (basket of goods)

**Catalogue** - The term Catalogue will be interpreted to mean a book, pamphlet either printed or electronic, which may be illustrated, that contains details of an Offerors items for sale, regardless of its title.

**House Brand , Private Label** - The terms House Brand and Private Label refer to a proprietary brand of merchandise sold by one retailer and often bearing the name of the retailer. Additionally, for the purpose of this requirement PWGSC will deem all House Brand products from one Offeror as technically equivalent to products similar in form and function to those marketed by other Offerors.

**National Brand** - The term National Brand refers to a Brand marketed throughout a national market. National Brands and are usually owned and promoted by their manufacturers.

**Urban Area** - A populated geographical area constituting a city, municipality or town and its surrounding areas which is road accessible throughout the year.

**Remote Area** - A locality or community which is sparsely populated (1000 people or less) which is not road accessible throughout the year.

**Bilingual** - The term Bilingual means both official languages of Canada, English and French.

**Office and Desk Supplies** - Products whose primary function is related to the execution of business, clerical, and administrative duties in an Office environment.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: one hundred eighty (180) days

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that Offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.



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## **2.4. 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 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

### 3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

**Section I:** Technical Offer, one (1) hard copy, one (1) soft copy on CD or DVD of the Offeror's Representation Table

**Section II:** Financial Offer (Annex C), one (1) hard copy of the "Pricing Summary" Worksheet and one (1) soft copy of the entire workbook on CD or DVD

**Section III:** Certifications, one (1) hard 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.

Offerors may submit an offer for one (1) or more of the following region(s), excluding Comprehensive Land Claims Settlement Areas:

- 1) **Pacific Region:** British Columbia and Whitehorse in the Yukon.
- 2) **Western Region:** Alberta, Manitoba and Saskatchewan.
- 3) **Northern Ontario (Bilingual):** The Districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing District, Parry Sound, Rainy River District, Sudbury, Thunder Bay and Timiskaming shall form the bilingual region of Northern Ontario.
- 4) **Southern and South Central (SSC) Ontario:** The counties and townships of Frontenac, Muskoka, Lennox and Addington, Hastings and Halliburton as well as all other counties and townships of Ontario to the South and West of these shall form the region of Southern Ontario.
- 5) **Eastern Ontario and National Capital Area – NCA (Bilingual):** The counties of Stormont, Dundas, Glengarry, Prescott, Russell Leeds and Grenville, Lanark, and Renfrew will be annexed to the NCA region described below. These counties shall form the bilingual region of Eastern Ontario and NCA.

The NCA boundary is recognized as follows:

Ontario Side: Osgoode, Cumberland, Gloucester, Vanier, Rockcliffe Park, Nepean, Ottawa, Rideau, Goulbourn, Kanata, West Carleton

Québec Side: The city of Gatineau, and the regional county municipalities of Papineau, Vallée de la Gatineau, Pontiac and les Collines de l'Outaouais.

- 6) **Québec Region (Bilingual):** Province of Québec, excluding National Capital Area (NCA)

- 7) **Newfoundland and Labrador**

**8) New-Brunswick and Prince Edward Island (Bilingual)****9) Nova Scotia**

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 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.

**3.1.1 Section I: Technical Offer**

In their technical offer, Offerors must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

- a) The Offeror is requested to complete all areas of the document where they are directed to provide information in "blanks" and "fill-ins".
- b) The Offeror is requested to complete the "Offeror's Representation Table" included in the Electronic Files Package (Annex B) in accordance with the following instructions.

Offerors should not change the format of the "Offeror's Representation Table" in any way. Offerors are requested to identify a Sales Contact for each region as well as contacts responsible for General Inquiries and Delivery Follow up.

Offerors must provide a soft copy on CD/DVD of the Offeror's Representation table

The Offeror's Representation Table submitted with the Offer will form part of a resulting Standing Offer.

**3.1.2 Section II: Financial Offer**

Offerors must submit their financial offer in the provided Electronic Financial Offer Template (EFOT) in accordance with the instructions at Appendix 2. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded, DDP (Delivered Duty Paid).

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### **3.1.2.1 Payment by Credit Card (mandatory)**

Canada requests that Offerors complete one of the following:

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

The Offeror must accept payment by credit card.

### **3.1.2.2 SACC Manual Clauses**

C3011T (2010-01-11) Exchange Rate Fluctuation

M0222T (2010-01-11) Evaluation of Price

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

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Mandatory Technical Evaluation

The Offeror must submit the following with their offer

- a) The Offeror must submit a company profile which demonstrates that they have the ability to perform the full scope of the work as described in the requirement.

Each of the elements below must be addressed:

- company history
  - dealership status for the items offered;
  - ability to honour manufacturer's warranty (as applicable) on items offered;
  - delivery methods (ex: fleet of vehicles or third party transportation);
  - inventory and warehousing infrastructure;
  - order management and tracking system;
  - participation in, or certifications resulting from environmental programs/initiatives, if any.
- b) The Offeror must accept payment by credit card.
  - c) The Offeror must certify that they have the ability to offer bilingual service in bilingual designated regions.
  - d) The Offeror must complete and submit the Electronic Financial Offer Template (EFOT) in accordance with the instructions at Appendix 2 - Instructions for completing the Financial Offer Template.

#### 4.1.2 Financial Evaluation

Financial offers will be evaluated in accordance with the methodology below.

##### 4.1.2.1 Sustainable Pricing

In Canada's experience, when financial evaluation of offers is based on a basket of goods, Offerors will from time to time propose prices that do not allow them to recover their costs and/or make a profit on certain items. Canada has adopted an evaluation strategy for this commodity based on sustainable pricing. A sustainable price is defined as a price for an item that, without subsidy, can generate greater than zero profit for the Offeror.

*For the purpose of this requirement, manufacturer incentive programs such as rebates based on sales volume or volume commitments and co-operative advertising programs will be considered as subsidies.*

When evaluating the prices offered for certain items, Canada may, but will have no obligation to, require price support for those items whose prices have been deemed as abnormally low. An abnormally low price is defined as a price lower than the minimum price threshold for the item, as detailed further in paragraph 4.1.2.3 a). Examples of price support that Canada would consider satisfactory include:

- (a) a current manufacturer's published price list indicating the cost of the item to the Offeror; or
- (b) documentation such as copies of recently paid manufacturer/distributor invoices *excluding any volume rebates or discounts*; or
- (c) a signed contract or agreement between the Offeror and its supplier which includes pricing structures.

Once Canada requests price support for any item, it is the sole responsibility of the Offeror to submit the information (either the information described in the examples above or information that demonstrates that it will be able to recover its own costs based on the price it has proposed) that will allow Canada to determine, with confidence, that the price proposed is sustainable. Where Canada determines that the price support offered does not demonstrate that the price offered is sustainable, Canada will assign a score of zero points to the Offeror for the item in question.

#### 4.1.2.2 Aberrant prices

In addition to the evaluation methodology described below, PWGSC may use mathematical models supplemented by independent research to identify and isolate aberrant prices. Aberrant prices are defined as prices whose deviation from the norm is so great that it has an impact on PWGSC's ability to evaluate prices offered for the line item fairly. Prices deemed as aberrant by PWGSC will be excluded from the calculations at 4.1.2.3 a) through d) and assigned a score of zero(0).

Should more than 25% of the prices in an Offer be deemed aberrant, that Offer will be considered non-compliant.

#### 4.1.2.3 Calculation Methodology

All examples in this section will be based on values presented in the tables (figures 1, 2 and 3) attached at Appendix 1.

Each Region will be evaluated independently from the others.

##### For each of the line items of the EFOT :

##### A) Calculation of Reference Values

For the purpose of evaluating prices offered under this aboriginal set aside RFSO, PWGSC will establish a National Average Unit Price for each item. The National Average Unit Price will be calculated as follows:

For each line item in the EFOT:

The median price from all the regions under solicitation E60PD-11OSFB/C will be summed and then divided by the number of regions (9)

Example:

Region 1 median = \$15.00  
 Region 2 median = \$14.89  
 Region 3 median = \$16.00  
 Region 4 median = \$15.58  
 Region 5 median = \$16.25  
 Region 6 median = \$14.25  
 Region 7 median = \$15.89  
 Region 8 median = \$16.86  
 Region 9 median = \$14.44

National Average (rounded to 2 decimals) = \$15.46

A minimum and a maximum price threshold derived from the National Average Unit Price will be established.

The minimum price threshold will be established as follows:

National Average Unit Price minus 30% (rounded to 2 decimals).

Example of calculation:

National Average (rounded to 2 decimals) = \$15.46  
 30% of National Average Unit Price = \$4.64  
 Minimum Price threshold = \$15.46 - \$4.64  
 Minimum Price threshold = \$10.82

The maximum price threshold will be established as follows: National Average Unit Price plus 20% (rounded to 2 decimals).

Example of calculation:

National Average (rounded to 2 decimals) = \$15.46  
 20% of National Average Unit Price = \$3.09  
 Maximum Price threshold = \$15.46 + \$3.09  
 Maximum Price threshold = \$18.55

## **b) Treatment of Prices Outside the Minimum and Maximum Thresholds**

Items for which prices are below the minimum price threshold for which no acceptable price support can be provided will be given a score of Zero.

Items for which prices are below the minimum price threshold for which an acceptable price support is provided will be given a score in accordance with the calculation method below.

Items for which prices are above the maximum price threshold will be given a score of Zero.

All other items will be given a score in accordance with the score calculation method below.

**c) Deduction Increment Calculation**

A) The deduction increment is achieved by dividing the price difference between the lowest and highest price Offered between the pricing thresholds by 100 points.

B) In the event the difference between the lowest and highest prices within the thresholds is less than one dollar (\$1.00), the deduction increment calculation above will not apply. The deduction increment will be set at one (1) point for every cent (\$0.01) difference between the Offeror's price and the lowest offered price within the thresholds.

**Example of Deduction Increment Calculation Based on Item 1:**

The price from Offeror 5 is outside the price thresholds and will not be used for calculations.

The price from Offeror 2 is outside the price thresholds and will not be used for calculations.

The price difference (Delta) between Offeror 1 (lowest at \$13.68) and Offeror 6 (highest at \$16.52) is \$2.84

Deduction increment calculation:  $\$2.84 / 100 \text{ points} = \$0.0284/\text{point}$

For every \$0.0284 difference between the Offeror's price and the lowest price, one point will be deducted.

**d) Score Calculation Method**

1. The offer with the lowest price between the minimum and maximum thresholds will be given a score of 100 points for the line item
2. The offer with the highest price between the minimum and maximum thresholds will be given a score of ZERO points for the line item.
3. Every other Offeror will be given a prorated score based on the difference between the highest price and lowest price for the line item.

**Prorated Score Calculation:**

The prorated score given is based on a deduction from 100 points. The Offeror's score per item will be calculated as follows:

The lowest offered price will be deducted from the Offeror's price;

The difference will be divided by the deduction increment (explained below);

The integer of the resulting number is the point deduction;

The Offerors score is equal to 100 minus the point deduction.

**Example of Prorated Score Calculation based on Item 1:**

The price from Offeror 4 is \$14.25

This represents a price difference of \$ 0.57 with the lowest price (\$14.25 - \$13.68)

The point deduction ( $\$1.00/.0284$ ) is equal to 20 points when rounded to the nearest integer.

Offeror 4's score is therefore 46 points ( $100-20=80$ )



## 4.2 Basis of Selection

Offers will be evaluated and issued on a regional basis. In the event that an Offeror is successful in more than one region, PWGSC will issue one Standing Offer document addressing the applicable regions. All Standing Offer documents will clearly indicate the regions and individual pricing that applies.

The regions for the RFSOs and resulting RMSOs are defined as Pacific, Western, Northern Ontario, Southern/South Central Ontario, Eastern Ontario/National Capital Region, Quebec, Newfoundland/Labrador, New-Brunswick/Prince Edward Island and Nova Scotia as identified in Part 2 of the RFSO

Multiple Standing Offers may be issued for each region.

1. To be declared responsive, an offer must:
  - (a) Comply with all the requirements of the Request for Standing Offers (RFSO);
  - (b) Meet all mandatory technical evaluation criteria;
  - (c) Obtain an average score of 65 points or more overall for the financial evaluation of column U of the EFOT. The average score will be rounded to 2 decimals.
2. Offers meeting requirements (a) through (c) will be recommended for issuance of a Standing Offer.
3. Successful Offerors will be notified of their qualification and will be provided with an Electronic Price List Template. The basket of goods items, including the pricing offered will be populated in the Price List Template by PWGSC and send to the each respective qualified Offeror. Each Offeror may then populate the template with additional items they consider could be required by Identified Users. As there is a very high number of additional products available in the marketplace and to ensure that only necessary items are listed, a maximum of 335 additional items will be considered.

The Electronic Price List is to be completed in accordance with the instructions detailed at Appendix 3 of the RFSO.

4. Standing Offers will be issued to qualified Offerors only once the Standing Offer Authority has deemed their Electronic Price List Template as validated and acceptable. The Electronic Price List information will be used to populate PWGSC Electronic catalogue tools and the Standing Offer Index web site .

## 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.

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

#### 5.1.1 Code of conduct and Certifications - Related documentation

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

## 5.2. Additional Certifications Precedent to Issuance of a Standing Offer

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

### 5.2.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

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

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Offeror or the member of the joint venture

- ( ) 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;
- ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- ( ) 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;
- ( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC). Further information on the FCP is available on the HRSDC Web site.

### 5.2.2 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.
2. The Offeror:
  - (i) certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - (ii) agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex
- (i) ( ) The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
- OR
- (ii) ( ) The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Offeror must check the applicable box below:
  - (i) ( ) The Aboriginal business has fewer than six full-time employees.
- OR
- (ii) ( ) The Aboriginal business has six or more full-time employees.
5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

### 5.2.3 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

"1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee") of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-Aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date"

### 5.2.2 Price Certification (This clause only applies to the 335 additional items and does not include the list of items in the Basket of Goods).

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.A.1 Offer

The Offeror offers to fulfil the requirement in accordance with the Requirement at Annex "A" and the Electronic Price List at Annex "C" of the Standing Offer document.

#### 6.A.2 Personnel Security

For security purposes, when services are required, client department representatives will be required to escort Standing Offer Holder's (SOH's) personnel on their premises unless SOH's personnel has met the security requirements of the client department by obtaining security status.

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

#### 6.A.4 General Conditions

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

##### 6.A.4.1 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 also include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D" of the RFSO document. 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 electronically by email on a quarterly basis to the Standing Offer Authority. The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

Quarterly reporting periods are defined as follows:

Q1: April 1st to June 30th

Q2: July 1st to September 30th

Q3: October 1st to December 31st

Q4: January 1st to March 31st

Offerors will be supplied with an electronic reporting template as an attachment (Appendix 4), which must be used for the submission of their reports.

In the event reporting is not submitted by the deadline indicated, the Standing Offer Authority will notify the Offeror of any non-compliance. The Standing Offer Authority may, at its sole discretion, set aside the Standing Offer.

## **6.A.5 Term of Standing Offer**

### **6.A.5.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is for a period from date of issuance until March 31st, 2014.

### **6.A.5.2 Extension of Standing Offer**

The Offeror agrees to extend its offer for three (3) additional one (1) year periods, under the same conditions and at the rates or prices 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, at the latest thirty (30) days before the expiry date of the Standing Offer.

## **1. Changes to Additional Items**

Upon Notification of extension, Canada may, at its sole discretion, notify Offerors that it will allow changes not otherwise addressed in paragraph 2 and 3 below to the composition of the list of 335 additional items. Any limitation to the authorized changes will be included in the notification of extension.

## **2. Pricing Adjustments**

Upon notification of extension, Offerors will be authorized to submit proposed price increases to the Standing Offer Authority for consideration. Prices must not be increased by more than the rate established in the Consumer Price Index (CPI). The CPI is widely used as an indicator of the change in the general level of consumer prices or the rate of inflation.

For the purpose of this Standing Offer, CPI shall be the percentage change over one year, Core CPI, as posted at the Bank of Canada web site, will be used. (link below)

[Http://www.bankofcanada.ca/rates/price-indexes/cpi/?page\\_moved=1](http://www.bankofcanada.ca/rates/price-indexes/cpi/?page_moved=1)

## **3. Discontinued Items, Product Number Changes**

In the event a product is no longer available from the manufacturer or that the manufacturer has changed its product number, Offerors may submit a request to change or delete the product from their Offer. Requests must be supported by a letter from the manufacturer confirming that the product is either no longer available or provided under a new product number.

Given the transient nature of dated products such as calendars, planners and agendas, PWGSC reserves the right to update part numbers for these items in the Price List to reflect the change in year, every year.

#### 4. Validation and Acceptance of Changes

Proposed changes to the Standing Offer will be subject to item data and pricing validation and may be accepted or declined at Canada's sole discretion. If the changes are accepted the Standing Offer will be revised to reflect the changes and any increases or decreases in price.

If the changes are not accepted, Canada may set aside the Standing Offer

#### 6.A.6 Authorities

##### 6.A.6.1 Standing Offer Authority

The Standing Offer Authority is:

Name: **Manon Swanson**

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: CCPD

Telephone: 819 956-7304 Facsimile: 819 956-7356

E-mail address: [RapportsOACPD.SOAReportingPD@pwgsc.gc.ca](mailto:RapportsOACPD.SOAReportingPD@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 responsible for any contractual issues relating to individual Call-ups made against the Standing Offer by any Identified User.

##### 6.A.6.2 Project Authority

The Project Authority for the Standing Offer is identified in the Call-up against the Standing Offer.

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.

##### 6.A.6.3 Offeror's Representative

See the "Offeror's Representation Table" at Annex B of the Standing Offer document

#### 6.A.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act, R.S., 1985, c. F-11 (FAA)*.



### 6.A.8 Call-up Procedures

The Identified Users will make call-ups against the Standing Offer providing Best Value to Canada. Best Value in this case is determined as either the lowest price per item or the lowest total aggregate price for a basket of goods.

1. The Electronic Price Lists for the Standing Offers under this requirement are published on the Standing Offer Index. Identified Users are directed to use this procurement aid in determining which Standing Offer represents best value while satisfying their immediate requirement.
2. Identified Users must document their procurement action based on contracting policies and procedures set in place by Treasury Board.
3. Authorized Call-ups against this Standing Offer must be made using the duly completed forms identified in Paragraph 6.A.9 by methods such as facsimile, electronic mail or any other method deemed acceptable by both the Identified User and the Offeror.
4. No costs incurred before the receipt of a signed Call-up or equivalent document can be charged to this Standing Offer.
5. Only the goods identified in the Electronic Price List identified at Annex C of the Standing Offer document are authorized for Call-up. No substitutions are permitted.
6. Upon receipt of a Call-up, the Offeror must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.
7. If by error or omission the Identified User fails to apply the correct price as listed in the Electronic Price List or applies it improperly, it will be the responsibility of the supplier to notify the Identified User of the error prior to delivery.
8. Any modifications to the original call-up must be supported by the issuance of an amended call-up form.
9. Numbering of Call-ups paid for by Acquisition Cards.

For audit purposes, it is recommended that Identified Users number Call-ups paid for by acquisition cards according to a unique and sequential numbering system. The following format is suggested (XXXX-YYMMDD-SS). XXXX represents the four last digits of the credit card number; YYMMDD represents the date of the order and; SS represents a sequential number for orders placed the same day.

### 6.A.9. 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  
 PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery  
 PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version only)  
 PWGSC-TPSGC 945 Call-up Against Multiple Standing Offers (French version only)  
 Or

An equivalent form or electronic call-up document which at a minimum:  
 Identifies the Standing Offer number;  
 Signifies acceptance of the terms and conditions of the Standing Offer;  
 Includes a description and a unit price for each item on the call up;  
 Identifies the total value of the call up;  
 Identifies a point of delivery;

Acknowledges that funds are available under Section 32 of the *Financial Administration Act*;  
Acknowledges the Identified User's authority to enter into a contract.

#### 6.A.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must be between \$ 50.00 (minimum order) to \$25,000.00 (including GST/HST).

For requirements valued over \$25,000.00 (GST/HST included) the Identified User must send a funded requisition (form 9200) to the closest regional office for appropriate action.

#### 6.A.11 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*:
- e) Annex A - Requirement:
- f) *Annex B- Offeror's Representation Table*:
- g) Annex C Electronic Price List:
- h) the Offeror's offer (*specific details will be provided at time of issuance*).

#### 6.A.12 Certifications

##### 6.A.12.1 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.

#### 6.A.13 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 Ontario.

#### 6.A.14 Marketing Communication

Offerors, in support of their business, may send marketing communication to Identified Users from time to time. Marketing communication directed to Identified Users, regardless of format, must at a minimum include and clearly identify the following information:

- a) The Standing Offer Number:
- b) The Standing Offer Title:
- c) The applicable Region:
- d) The Standing Offer expiry date:
- e) publication date; and
- f) effective period.

Marketing communication making reference to the Standing Offer must be restricted to the goods included in the Standing Offer referred to.

To ensure that the Standing Offer authority is aware of current marketing initiatives, Offerors must , forward an electronic copy to the Standing Offer Authority three (3) business days prior to the release of any marketing communication, regardless of format.

### 6.A.15 Catalogue Distribution

As a result of Canada's commitment to the "*Policy on Greening procurement*", the mass distribution of printed catalogues for this commodity is prohibited. Offerors may, as an alternative to print catalogues, distribute an electronic version of their Standing Offer catalogue to clients that have either requested it or have voluntarily opted to receive it. Catalogues must contain only the items authorized in the Standing Offer.

Electronic catalogues submitted by qualified Offerors to the Standing Offer Authority will be made available to Identified Users on the Standing Offer Index web site at: <http://soi.pwgsc.gc.ca>.

## 6.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.

### 6.B.1 Requirement

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

### 6.B.2 Standard Clauses and Conditions

#### 6.B.2.1 General Conditions

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

Section 15 Payment Period, of General Conditions 2010A (2012-11-19) will not apply to payments made by credit cards at point of sale.

Section 8 Inspection and Acceptance of the Work, of General Conditions 2010A (2012-11-19) is modified as follows :

Insert:

In cases where the Identified User has ordered an item by mistake, the Identified User may request that the product be exchanged for the correct item. The Identified User must notify the Contractor within fourteen (14) calendar days of delivery. If notification is received within fourteen (14) calendar days the item will be picked-up and replaced with the correct item, or a credit / refund issued within ten (10) working days. No restocking charges shall be applied.

In cases where the Identified User does not notify the Contractor within fourteen (14) calendar days of delivery, the Contractor may in provinces where the practice is legal apply a restocking charge to a maximum amount of 15% of the value of the returned item. In the event thirty (30) days have passed since delivery the Contractor may decline or accept the return at its sole discretion.

Transportation charges for the return of items ordered by mistake shall be at the Identified User's cost. Return transportation shall be done by the Offeror using the most economical means at its disposal. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

### **6.B.3 Term of Contract**

#### **6.B.3.1 Delivery**

Delivery for all stocked items must be completed within three (3) working days from receipt of a Call-up document; and

Delivery for all non-stocked items must be completed within seven (7) working days from receipt of a Call-up documents.

#### **6.B.3.2 Delivery to Remote Areas**

In the event, the goods called up are to be delivered to a Remote Area, the Identified User is responsible for the costs of transportation and for co-ordinating transportation with the Contractor. This includes determining the mode of transport, the time frames and the transportation firm. The Identified User is responsible for choosing the most economical mode of transport that meets the requirement. If no instructions are provided in the call-up, the Contractor must confirm shipping arrangements with the Identified User before proceeding.

The Identified User may :

- a) select a transportation firm themselves;
- b) request that the supplier suggest a minimum of two transportation firms including price quotes for the client to select and approve

### **6.B.4 Payment**

#### **6.B.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in the contract. 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

#### **6.B.4.2 Single Payment**

H1000C (2008-05-12) Single Payment

#### **6.B.4.3 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

---

## 6.B.5 Invoicing Instructions

The Contractor must submit its invoices in accordance with the information required in Section 10, Invoice Submission, of the 2010A, General Conditions - Goods and Services (Medium Complexity).

### 6.B.5.1 Consolidated Invoicing

If an Identified User Department requests, the Contractor must submit consolidated invoices that cover all Call-ups that have been delivered and completed for that Identified User Department during the month prior to the date of the invoice. Otherwise, the Contractor must invoice separately for each Call-up delivered and completed.

Any request from a Identified User department for consolidated invoicing must be in writing and must be signed by an authorized representative of the Identified User.

## 6.B.6 SACC Manual Clauses

### 6.B.6 SACC Manual Clauses

A3000C (2011-05-16) Aboriginal Business Certification

B1501C(2006-06-16) Electrical Equipment

B7500C(2006-06-16) Excess Goods

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

C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

D0040C (2010-08-16) Shipping Surcharges for Large, Bulky or Heavy Items

## ANNEX A

### REQUIREMENT

#### Requirement

This method of supply will be utilized for widespread, repetitive, low cost, commonly available, commercially available off-the-shelf items, including consumables, normally described in the Contractor's catalogues and brochures, classified in the groups and categories detailed in Annex A figure (1),

#### A.1 Allowable Goods

A1.1. Allowable goods are Office and Desk supplies, equipment, and consumables which have a unit price of \$600.00 or less excluding GST/HST as classified in accordance with the list of categories identified below (Figure 1).

#### A.2. - Non-allowable Goods, Services and Practices

A2.1. Only goods forming part of the categories at Figure 1 are authorized under this Standing Offer.

A2.2 Leasing/Rental/Servicing of equipment (except warranty servicing) is not allowed;

A2.3. The sale of multiple allowable components, parts and or assemblies destined to be used as a system valued over the unit price limitation of \$600.00 is considered a non-allowable practice.

#### List of categories (Figure 1)

<b>Writing paper</b>	<b>Boards</b>
Stationery	Planning boards or accessories
Graph paper	Easels or accessories
Ledger paper	Letter boards or accessories
Paper pads or notebooks	Dry erase boards or accessories
Calculator or cash register paper	Chalk boards or accessories
Notebook filler paper	Bulletin boards or accessories
Index cards	Magnetic boards or accessories
Tracing paper	Board cleaning kits or accessories
Telephone message pads	Hanging rails or holders
Self adhesive note paper	Whiteboard eraser
Log books or pads	Battery driven whiteboard eraser
Construction paper	Chart hanger
Receipts or receipt books	<b>Planning systems</b>
Vouchers	Address books or refills
Bills or bill books	Calendars
Business forms	Meeting planners
Accounting forms	Appointment books or refills
Bill of lading forms	Diaries or refills
Inventory forms	Wall planners or refills
Correspondence forms	<b>Mailing supplies</b>
Tent cards	Mailer tubes
Booking forms	Mailers

Certificate and award paper	Window envelopes
<b>Batteries and cells and accessories</b>	Standard envelopes
Rechargeable batteries	Catalog or clasp envelopes
Alkaline batteries	Message droppers
Battery chargers	Mailing bags
Dry cell batteries	Mailing seals
Product specific battery packs	Mailing boxes
Lithium batteries	Mailer tube caps
Battery testers	<b>Desk supplies</b>
Nickel metal hydride batteries	Stamps
Battery adapter or accessories	Tape dispensers
<b>Electrical wire and cable and harness</b>	Paper or eyelet punches
Extension cord	Paper cutters or refills
Cable accessories	Staple removers
<b>Cutting and crimping and punching tools</b>	Call bells
Knife blades	Staplers
Utility knives	Manual letter openers
<b>Tape</b>	Scissors
Masking tape	Manual pencil sharpener
Transparent tape	Finger stalls
Packaging tape	Desk pads or its accessories
Printed Tape	Moisteners
<b>Lamps and lightbulbs</b>	Mechanical letter opener
Halogen lamps	Embossing tools
Incandescent lamps	Paper weights
Compact fluorescent CFL lamps	Adhesive remover
Miniature lamp	Bookmarks
Interior lighting fixtures and accessories	Clip holders or dispensers
Desk fixtures	Glue dispensers or refills
Table lamp fixture	Scissor sharpener
Laboratory task light	Adhesive rollers
Flashlight	Adhesive tape spindles
<b>Personal communications accessories</b>	Electric pencil sharpener
Phone extension cords	<b>Writing instruments</b>
Phone handset cords	Rollerball pens
Phone headsets & accessories	Pen or pencil sets
Phone line protectors	Fountain pens
Phone rests	Ball point pens
Handset adapters	Mechanical pencils
<b>Removable storage media</b>	Wooden pencils
Compact disks CDs	Colored pencils
Digital versatile disks DVDs	Markers
Floppy disks	Crayons
Flash memory storage card	Writing chalk or accessories
Magneto Optical MO disks	Felt pen
Pen or flash drive	Marker refills
Removable media cases and storage	Pen nibs
Magnetic Tape	Pencil or pen grips

<b>PDA and accessories phones and tablets excluded</b>	Combination pen or pencil
Personal digital assistant PDAs or organizers	Highlighters
Handheld PDA accessories	Combination pen and highlighter
Personal digital assistant PDA holder	Secured pen sets
<b>Computer accessories</b>	Erasable ink pen
Computer switch boxes	Correction media
Peripheral switch boxes	Correction film or tape
Computer speakers	Correction fluid
Universal serial bus hubs or connectors	Erasers
Computer or notebook stands	Correction pens
Universal serial bus USB extension cable	Correction pen refills
Notebook computer carrying case	Eraser refills
<b>Computer data input devices</b>	Electrical erasers
Keyboards	Eraser holder
Computer mouse or trackballs	<b>Ink and lead refills</b>
Voice microphones for computers	Lead refills
Compact disc or digital versatile disc CD/DVD cleaner	Ink refills
Keyboard wrist rest	Ink or stamp pads
Mouse wrist rest	Felt pen cartridge
<b>Computer display accessories</b>	Fountain pen ink refill
Computer display glare screens	Ballpoint pen ink refill
Monitor arms or stands	<b>Folders and binders and indexes</b>
<b>Paper processing machines and accessories</b>	Index card files
Paper cutting machines or accessories	Sheet protectors
Paper punching or binding machines	Binders
Paper shredding accessories	Magazine or book covers
Base protection boards	Tab indexes
Calculating machines and accessories	Rotary or business card files
<b>Adding machines</b>	Dividers
Accounting machines	Folders
Calculator ribbons	Clipboards
Pocket calculator	Report covers
Scientific calculator	Sheet lifters
Desktop calculator	File backers
Printer calculator	Document holder
<b>Laminating supplies</b>	Hanging folders or accessories
Lamination film	File inserts or tabs
Laminator pouches	File pockets or accessories
Transfer foils	Card pockets
Creative foils	Folder binding accessories
<b>Packing machines</b>	Archboards
Bundling machines	Binder handles
Seal presses	Binder pockets or accessories
Sealing machines	Paper claws
Strapping tensioners or sealers	Expandable file folders
Tying machines	Binder mounting channels
Collators	Classification folder



<b>Labeling machines</b>	Side rails for hanging folder frame
Dating or numbering machines	Conference folder
Identification ID press machines	Accordion file folder
Label making machines	Book page separator
Lettering equipment	<b>Fastening supplies</b>
Tape embosser	Rubber bands
Adhesive label cartridges	Clasp fasteners
Compact disc or digital versatile disc CD/DVD labeling system kit	Paper clips
Self-inking stamp	Binder or bulldog clips
<b>Typing machines and accessories</b>	Pins or tacks
Dictation machines and supplies	Staples
Typewriter ribbon	Hook and loop fastener
Accessory or supply for typewriters	Adhesive mounts
<b>Binding and lamination machines</b>	Hole reinforcements
Laminators	Round head fasteners
Thermal binding machine	Tag fasteners
Spiral binding machine	Adhesive corners
Comb binding machine	Book rings
Binding punch machine	Prong fasteners
Wire binding machine	Self adhesive fasteners
<b>Office machine accessories</b>	Wall or board clips
Air compressed spray	Magnetic thumbtack
Compact disc cleaners or scratch removers	<b>Locks and security hardware and accessories</b>
Compact disc drive cleaner	Padlocks
Cleaning wipes for office machines	Cable locks
Cleaning solutions for office equipment	Number locks
Binding machine supplies	Key cabinets or organizers
Binding covers	<b>Ergonomic support aids</b>
Binding spines or snaps	Back support rests
Binding coils or wire loops	Foot rests
Binding combs or strips	Wrist rests
Binding tape	<b>Business cases</b>
Binding Kits	Briefcases
Binding die punch	Attaches
<b>Organizers and accessories</b>	Portfolios
Message holders or dispensers	Computer bags
Desk drawer organizers	<b>Clocks</b>
Desktop trays or organizers	Wall clocks
Paper or pad holder or dispensers	Desk Clock
Book ends	<b>Printed publications</b>
Pen or pencil holders	Reference books
Hanging organizers or accessories	Dictionaries
Display systems or its accessories	<b>Labels</b>
Literature rack	Addressing or mailing labels
Supports for diaries or calendars	Self adhesive labels
Stamp racks or organizers	Bar code labels
File storage boxes or organizers	Packaging labels
Personal organizers	Consecutively numbered labels

Study stands	Label making tapes
Business card holders	Printer labels
Collating racks	Color coding labels
Surface protectors or pads	Removable labels
Copy holders	Label protectors
Book holder	Label holders
<b>Cash handling supplies</b>	Non adhesive labels
Cash or ticket boxes	Multipurpose labels
Cash box trays	<b>Identification documents</b>
Check files	Badges or badge holders
<b>Drafting supplies</b>	Identification product holders or accessories
Stencils or lettering aids	Identification badge clip
Rulers	
Compasses	
Drafting papers	
Curves	
Protractors	
Scales	
T squares	
Templates	
Triangles	
Drafting kits or sets	
Drafting table covers	

### A.3. Environmental Considerations

The Government of Canada is committed to implementing the *Policy on Green Procurement*. The policy strives to enable government to procure, operate and dispose of its assets in a manner that protects the environment and supports sustainable development objectives.

PWGSC has elected to restrict the list of 1565 items which will form the EFOT to contain only items that incorporate one or more of the following criterion where reasonably practicable. This choice has been implemented in an effort to demonstrate the federal government's commitment and leadership with respect to greening its procurement process for this commodity.

#### a) Packaging Criteria (applies to all categories)

Products with minimal packaging;

Packaging that is recyclable, biodegradable or made from renewable resources.

#### b) General Product Considerations

Supplies made from post-consumer recycled content;

Supplies that are partially or wholly biodegradable;

Supplies with replaceable, consumable parts;

Supplies made from polyethylene plastics (HDPE or PET) rather than polyvinyl chloride (PVC) plastic;

Supplies made from stainless rather than galvanized steel.

**c) Writing Instruments**

Pens and pencils that are refillable to reduce solid waste;  
 Markers and highlighters with low toxicity ink;  
 Pencils made of recycled material or wood from sustainable forests

**d) Paper and Fiberboard Products**

Products made from post-consumer recycled content  
 Products coming from sustainable forests to reduce forestry activity.  
 Chlorine-free products to eliminate the formation of chlorinated organic compounds.  
 Labels that are biodegradable or recyclable to reduce the resultant solid waste.

**A.4. Contractor Service**

Contractor must be able to receive orders by telephone (including a toll-free number), facsimile, and e-mail. Contractor must be open for business Monday to Friday, from 8:00 AM to 5:00 PM, local time for each region (except for Statutory Holidays), and must provide a bilingual customer service representative in bilingual designated regions as prescribed under the *Official Language Act*

**A.5. Electronic Transactions via the Contractor's web site**

In the event the Contractor chooses to offer Identified Users the capability of completing transactions (Call-ups against the Standing Offer) via the Contractor's web site, the following mandatory requirements must be met.

**A.5.1 Web site requirements**

- a) The Contractor must provide Identified Users with access to a web site or microsite (hereinafter referred to as "the Site") whose explicit purpose is to conduct electronic commerce against PWGSC Standing Offers;
- b) The Site will be available for browsing and transactions by registered users only;
- c) The Site will require a unique username and a password for each registered user;
- d) The Site content and any transactions executed on the Site will be encrypted with high grade encryption algorithm (Minimum 128 bit encryption);
- e) The site must include only items in active PWGSC Standing Offers;
- f) The site must be bilingual in the event that the Contractor is awarded a Standing offer in a Bilingual region;
- g) The Site must meet Web Content Accessibility Guidelines (WCAG) 2.0.

### A.5.2 User Registration requirements

- A) To register, a user must provide the following:

Full Name and Title;  
 Department or agency name as listed in the *Financial Administration Act*;  
 Billing address;  
 E-mail address;  
 Phone number (10 digit);

- B) The user must either confirm that they have the authority commit funds under section 32 of the *Financial Administration Act* or provide the name, title and e-mail address of the individual in their reporting structure with such authority.

In the event any of the user registration information requested above is incomplete, the user will only be authorized to browse and save a "shopping cart".

User registration information must be confirmed by the user with every transaction. User accounts that have been inactive for a period exceeding 6 months will be disabled until such time as registration information can be re-confirmed by the user.

### A.5.3 Transaction Requirements

A-5.3.1 Prior to completing any electronic sales transaction the following requirements must be met:

- A) the user must confirm the content of their order, and that billing and shipping information is correct. In the event any information is incorrect, the user will be required to update / correct this information;
- B) the user must confirm that the transaction is being done in accordance with the Standing Offer terms and conditions, The Standing Offer number(s) must appear in the confirmation statement;
- C) the user must confirm that they have or have obtained the appropriate authorities to execute the transaction.
- D) A detailed order confirmation must be sent by e-mail to the registered user and, if applicable, the person identified as the individual with authority under section 32 of the *FAA* in the user's account.

### A.5.4 Grace Period

The Contractor will be granted grace period of 90 days from time of issuance of a Standing Offer to allow the Site to be put in place. After the expiry of the grace period, electronic transactions via the Site must comply with articles 5.1 to 5.3 above.

In the event the Site does not comply with these requirements after the expiry of the grace period, the Contractor must not accept transactions via their web site. Failure to comply with this instruction may result in the Standing Offer being set aside.

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## **ANNEX “B”**

### **Offeror's Representation Table**

*(provided as an electronic attachment)*

*Offeror must complete for every region quoted the “Offeror Representative Table”*

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**ANNEX “C”**  
**Electronic Financial Offer Template (EFOT)**  
**(provided as an electronic attachment)**

## ANNEX "D"

### Instructions for Completing the Electronic Standing Offer Usage Report

#### 1. General Instructions

Qualified Offerors will be supplied with the Electronic Standing Offer Usage report template at such time as a Standing Offer is issued to them. Subsequently, as required, Offerors may request that the Standing Offer Authority send a copy of the Electronic Standing Offer Usage report template to them by e-mail.

Offerors must complete the Electronic Standing Offer Usage report in accordance with the instructions below.

#### 2. Electronic processing of Standing Offer Usage Report

- 2.1** Reports must be submitted by electronic mail to the Standing Offer Authority in the ".XLS" (Excel compatible) file format.
- 2.2** The Standing Offer usage report will be processed by PWGSC using electronic automation. If the Offeror's report is submitted in a way that prevents automated processing, the report will be deemed as unacceptable and returned to the Offeror with information pertaining to the deficiency.
- 2.3** The use of the "Copy" and "Paste" feature may negatively impact certain aspects of the template. PWGSC suggests Offerors use "Copy" and "Paste Special - Values".

#### 3. Itemized reporting

Offerors must include the requested data for every item sold as a result of call ups against the Standing Offer.

#### 4. Field descriptions and input instructions

Fields in the Report are identified by column heading or by tag. The purpose of each field is described and the instructions for completing the field are provided below.

##### Part I: Report Header

##### a) Standing Offer Number

The Offeror must enter the Standing Offer number which appears on the cover page of their Standing Offer.

##### b) Company Name

The Offeror must enter their legal company name.

##### c) Period

The Offeror must select the Quarter for which it is submitting a report from the pull down list. Offerors must submit a report for every quarter. Aggregated reports for multiple quarters will not be accepted.

##### d) Total Reported this Quarter

For reports comprising of less than 10,000 lines the "Total reported this Quarter" field will populate automatically. For reports containing more than 10,000 entries the Offeror must enter the sum of all reported sales in the quarter.

**e) Total reported to Date**

Offerors must enter the running total of all transactions resulting from call-ups against this Standing Offer to date.

**Part II: Report Body****a) Client Department Or Agency**

Offerors must for each item sold as a result of a call up against the Standing Offer identify which department or agency the item was sold to. Offerors must select the appropriate department or agency from the drop down list. If the Department or agency is not listed in the drop down list, please notify the Standing Offer Authority; a revised template will be issued by the Standing Offer Authority to include any missing departments or agencies.

**b) Invoice number**

Offerors must enter their invoice number for each item sold as a result of a call up against the Standing Offer. Offerors may aggregate more than one item per invoice number.

**c) Qty**

Offerors must enter the quantity of items sold. If the unit of issue is for multiple individual units, this field should reflect the number of UOIs sold as a result of call ups against the standing offer. Example (if the UOI is dozen, and one dozen was sold the QTY field should indicate "1").

**d) Unit of Issue**

This field represents the unit of issue for the item. The unit of issue "ea." indicates that the package in which the consumable item is offered contains one single unit of the consumable. The offeror must, select the correct UOI from the provided drop down menu.

**e) Qty per UOI**

This field represents the number of individual units of the consumable included per UOA. While each, pair and dozen are self explanatory pack and case are not. The offeror must indicate the number of individual units of the item in the UOI using whole numbers.

**f) UPC Code**

This field must contain the manufacturers UPC Code for the item sold as a result of call ups against the Standing Offer. This identifier must be the same as the one used in the Electronic price list at Annex C (of the resulting Standing Offer). The offeror must enter UPC for the item.



**g) Brand**

This field must contain the brand of the item sold as a result of a call up against the Standing Offer. While the brand and manufacturer of a product may in some instances be marketed under the same name, this is not always the case. The Offeror must enter the name of the brand of the item sold as a result of a call up against the Standing Offer. (Wilson Jones, Papermate, Duracell, etc...).

**h) Date of Order**

Offerors must enter the dates at which the call ups for the items sold under the standing offer were received. The date must be entered using the YYYY-MM-DD format.

**i) Unit Price**

This field must contain the Offeror's price invoiced per unit of issue for the item sold as a result of call ups against the Standing Offer. The Offeror must enter a numerical value which represents the price in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters.

**j) Extended Price**

This field must contain the Offeror's price invoiced per unit of issue multiplied by the quantity of each items sold as a result of call ups against the Standing Offer. The Offeror must enter a numerical value which represents the price in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters.

**k) Order type**

This field must contain the method by which the call-up is placed. The Offeror must select from the pull down list the selection that best applies. (Telephone , Fax , Web, Counter)

## APPENDIX 1

## CALCULATION METHODOLOGY TABLE - FINANCIAL EVALUATION

Pricing Offered by Suppliers							Calculated Reference Values			
	Offeror 1	Offeror 2	Offeror 3	Offeror 4	Offeror 5	Offeror 6	National Average Price (NAP)	NAP x 20%	Min.Threshold	Max. Threshold
1	\$ 13.68	\$ 10.51	\$ 15.45	\$ 14.25	\$ 19.63	\$ 16.52	\$ 15.46	\$ 3.09	\$ 10.82	\$ 18.55
2	\$ 0.62	\$ 0.80	\$ 0.82	\$ 0.93	\$ 1.20	\$ 0.93	\$ 1.07	\$ 0.21	\$ 0.75	\$ 1.28
3	\$ 72.98	\$ 69.85	\$ 75.06	\$ 72.98	\$ 125.10	\$ 125.10	\$ 104.25	\$ 20.85	\$ 72.97	\$ 125.10
4	\$ 17.05	\$ 23.87	\$ 23.34	\$ 26.75	\$ 30.95	\$ 29.38	\$ 26.23	\$ 5.25	\$ 18.36	\$ 31.48
5	\$ 9.14	\$ 6.80	\$ 7.65	\$ 10.74	\$ 11.48	\$ 9.78	\$ 10.63	\$ 2.13	\$ 7.44	\$ 12.76
	Price lower than minimum acceptable price threshold, acceptable price support provided.									
	Price lower than minimum acceptable price threshold without acceptable price support.									
	Price higher than maximum acceptable price threshold.									
Pricing determined to be within thresholds										
	Offeror 1	Offeror 2	Offeror 3	Offeror 4	Offeror 5	Offeror 6	Deduction Increment	Min value	Max Value	Delta
1	\$ 13.68	\$ 0.80	\$ 15.45	\$ 14.25	\$ 1.20	\$ 0.93	1 pt. = \$ 0.0284	\$ 13.68	\$ 16.52	\$ 2.84
2	\$ 72.98	\$ 75.06	\$ 75.06	\$ 72.98	\$ 125.10	\$ 125.10	1 pt. = \$ 0.100	\$ 0.80	\$ 1.20	\$ 0.40
4	\$ 17.05	\$ 23.87	\$ 23.34	\$ 26.75	\$ 30.95	\$ 29.38	1 pt. = \$ 5212	\$ 72.98	\$ 125.10	\$ 52.12
5	\$ 9.14	\$ 6.80	\$ 7.65	\$ 10.74	\$ 11.48	\$ 9.78	1 pt. = \$ 1390	\$ 17.05	\$ 30.95	\$ 13.90
							1 pt. = \$ 0.093	\$ 7.65	\$ 11.48	\$ 3.83
	Offeror 1	Offeror 2	Offeror 3	Offeror 4	Offeror 5	Offeror 6				
1	100 points	0 points	38 points	80 points	0 points	0 points				
2	0 points	100 points	98 points	87 points	60 points	87 points				
3	100 points	0 points	96 points	0 points	0 points	0 points				
4	100 points	51 points	55 points	30 points	0 points	11 points				
5	61 points	0 points	100 points	19 points	0 points	44 points				
Average score by offeror										
	Offeror 1	Offeror 2	Offeror 3	Offeror 4	Offeror 5	Offeror 6				
Average	72.20 points	30.20 points	77.40 points	43.20 points	12.00 points	28.40 points				

## APPENDIX 2

### Instructions for Completing the Financial Offer Template – Stage 1 (by bid closing)

#### 1 General Instructions

Offerors must complete the Electronic Financial Offer Template (EFOT) provided as an electronic attachment to this requirement, in accordance with the instructions below. The EFOT submitted with the Offer will form part of the Electronic Price List in any resulting Standing Offer.

Each row in the Financial Offer Template represents one item.

Offerors submitting an Offer for all regions with the same pricing throughout the regions are advised to complete the “National” tab of the EFOT. Otherwise, Offerors should complete the tab(s) of the EFOT corresponding to the region(s) for which they are submitting an Offer.

Values entered in the “National tab” will supersede values entered in any and all of the “Region” tabs of the EFOT at time of evaluation.

Offerors must save a copy of the completed EFOT in Excel 2000-2003 compatible format (.XLS) on a Compact Disk (CD) or Digital Versatile Disc (DVD) and include it with their Offer.

Offerors must print a copy of the “summary” tab of the EFOT and include it with their Offer. Print Formatting, Header and Footer information for printing purposes is included in the EFOT; Offerors must not change this information.

#### 2 Electronic Processing of Financial Offer Template

The Electronic Financial Offer Template will be processed for evaluation by PWGSC using electronic automation. As such, Offerors must not change the format or rename the Electronic Financial Offer Template in any way. At the time of evaluation, if the Offeror's Electronic Financial Offer Template has been reformatted or renamed in a way that prevents automated processing, the Offer may be found non-responsive.

#### 3 Field Color

All light blue colored fields must be populated by the Offeror in compliance with the instructions below.

Fields that have been populated will change in color from light blue to light yellow. The change of color does not indicate that the data entered is accepted or acceptable to Canada only that data has been entered into the field.

**NOTE:** The use of the “Copy” and “Paste” feature in Excel may negatively impact this aspect of the template. PWGSC suggests Offerors use the “Copy” and “Paste Special - Values” method.

#### 4 Field Descriptions and Input Instructions

Fields in the Electronic Financial Offer Template are identified by column heading. The purpose of each field is described and the instructions for completing the field are provided.

**a) Item Number**

Purpose: This field represents a number assigned to the line item in the list for the purpose of this solicitation. Any amendments or questions pertaining to the line items or products requested will be addressed by this item number during the solicitation period.

Input instructions: This field is populated by PWGSC and no data entry on behalf of the Offeror is required.

**b) Manufacturer**

Purpose: While the brand and manufacturer of a product may, in some instances, be marketed under the same name, this is not always the case. This field represents the name of the manufacturer (ACCO, 3M, Procter and Gamble etc...) of the item offered.

Input instructions: This field is populated by PWGSC and no data entry on behalf of the Offeror is required.

**c) Brand**

Purpose: While the brand and manufacturer of a product may in some instances be marketed under the same name, this is not always the case. This field represents the name of the brand for the item offered (Wilson Jones, Paper mate, Duracell, etc...).

Input Instructions: This field is populated by PWGSC and no data entry on behalf of the Offeror is required.

**d) Product Line or Series**

Purpose: This field represents a marketing name for a series or sub-brand of the item offered (Energel, ClearView, FlexGrip).

Input Instructions: This field is populated by PWGSC and no data entry on behalf of the Offeror is required.

**e) Model Number**

Purpose: This field represents the manufacturers model name / number for the line item offered.

Input Instructions: This field is populated by PWGSC and no data entry on behalf of the Offeror is required.

**f) Class**

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard ( <http://www.unspsc.org> ) and restricted in accordance with the requirement at Annex A.

Input Instructions: This field is populated by PWGSC and no data entry on behalf of the Offeror is required.

**g) Commodity**

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard ( <http://www.unspsc.org> ) and restricted in accordance with the requirement at Annex A. Commodity is defined by UNSPSC as a group of substitutable (similar) products or services

Input Instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

### **Item Descriptions - Information about item attributes**

Given the diversity of product in this requirement, PWGSC has determined that the use of segregated attributes would be more efficient than paragraph form descriptions. The intent of the attribute columns is to capture generic and essential information about the items that will make it easy for users to search for products that meet their requirement. Attributes of a product include but are not limited to: size, color, material, voltage, distinguishing features etc.

#### **h) Attribute 1 (English version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 1 will be used for size, when applicable. If size is not a relevant element of the item description, an alternate attribute may be entered in this column.

Input Instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

#### **i) Attribute 2 (English version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 2 will be used for colour, when applicable. If colour is not a relevant element of the item description, an alternate attribute may be entered in this column.

Input Instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

#### **j) Attribute 3 (English version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 3 will be used for the primary feature of the item, when applicable.

Input Instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

#### **k) Attribute 4 (English version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 4 will be used for a general feature of the item, when applicable.

Input Instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

#### **l) Attribute 1 (French version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 1 will be used for size, when applicable. If size is not a relevant element of the item description, an alternate attribute may be entered in this column.

Input Instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

**m) Attribute 2 (French version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 2 will be used for colour, when applicable. If colour is not a relevant element of the item description, an alternate attribute may be entered in this column.

Input Instructions: This field is populated by PWSCG and no data entry on behalf of the Offeror is required.

**n) Attribute 3 (French version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 3 will be used for the primary feature of the item, when applicable.

Input Instructions: This field is populated by PWSCG and no data entry on behalf of the Offeror is required.

**o) Attribute 4 (French version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 4 will be used for a general feature of the item, when applicable.

Input Instructions: This field is populated by PWSCG and no data entry on behalf of the Offeror is required.

**p) Recycled content**

This field may contain a percentile value representative of the proportion, by mass, of post consumer recycled material in the item.

Post consumer recycled material is defined as Material generated by households or by commercial, industrial and institutional facilities in their role as end-users of a product which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

Input Instructions: This field is populated by PWSCG and no data entry on behalf of the Offeror is required.

**q) Other "Green" features**

This field may contain information with respect to other environmentally responsible features of the item. (BPA Free, PVC Free, biodegradable, replaceable parts, etc.).

Input Instructions: This field is populated by PWSCG and no data entry on behalf of the Offeror is required.

**r) Unit of issue (UOI)**

Purpose: This field represents the unit of issue for the item. Certain items come packaged by multiples, therefore, the unit of issue may in some instances be more than one single unit of the item. (Example: Paperclips, Pins, Elastics, Labels, etc.)

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Input Instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

**s) Qty per UOI**

Purpose: This field represents the number of individual units of the item included per unit of issue (UOI) at column R. While each, pair and dozen are self explanatory, box and package are not.

Input Instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

**t) UPC**

Purpose: This field represents the Universal Product Code (PUC) for one (1) unit of issue of the item as described in columns R and S.

Input instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

**u) Price**

Purpose: This field represents the price for one unit of issue of the item described in columns R through T inclusively.

Input instructions: The Offeror must enter a numerical value which represents its firm price for one unit of issue of the item described in columns R through T in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals.

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**APPENDIX 3****Electronic Price List Instructions - Stage 2  
(after qualification and prior to standing offer issuance)****1 Applicability**

The process and instructions below apply only to Offeror's who have been notified by the Standing Offer Authority that they have successfully qualified and have been recommended for issuance of a Standing Offer.

**2 General Instructions**

The purpose of the Electronic price list is to obtain pricing and information for the additional items Offered by the qualified Offeror.

Offerors who have been duly notified of their qualification must complete the Electronic Price List ( in accordance with the instructions below.

The Electronic price list will be subjected to an electronic and visual validation process by the Standing Offer Authority.

Standing Offers will be issued to Qualified Offerors only once the Standing Offer Authority has deemed the Electronic price list as validated and acceptable to PWGSC's criteria as defined below.

**3 Electronic processing**

The Offeror's Electronic price list will be subjected to automated electronic processing by PWGSC. Offerors must not change the format or rename the Electronic price list in any way.

In the event automated electronic processing is not possible as a result of a change in format or name, the Electronic price list will be returned to the offeror and deemed unacceptable.

The Offeror may re-submit its Electronic price list once any identified issues have been addressed.

**4 Validation**

The information in the Offeror's Electronic price list will be validated against the criteria in this Annex. In the event the Electronic price list fails validation, the Electronic price list will be returned to the offeror and deemed unacceptable.

The Offeror may re-submit its Electronic price list once any identified issues have been addressed.

**5 Item limitations**

The Electronic price list must not contain more than 335 additional items. No other additional items will be authorized.

**6 Prices**

With the exception of prices offered for items included in the qualification stage, Canada reserves the right to review and compare pricing and to negotiate fair value for items offered prior to acceptance of these items in the Electronic price list.

Canada may, to identify items for which it will engage the offeror in negotiation, base itself on values extracted from Standing Offer usage data from previous years, prices offered by other firms and any other source of information at PWGSC's disposal.



For the purpose of identifying items and negotiating prices in this stage, private label products within the same class and commodity that share one or more common attributes may be considered as equivalent to each other in all respects, regardless of brand name or part number.

Canada may for the purpose of establishing fair value request that the Offeror provide:

- Copies of invoices for the item to a Government Department or Agency;
- Extracts of their published price lists from both the current and previous year;
- Any other document which the Offerors feels may justify the price offered.

The price for an item will be deemed as representing fair value if :

- a) The price offered is lower or equal to the average price offered plus 10% for equivalent items as identified in this stage; or
- b) The Offeror can demonstrate to the Satisfaction of the Standing Offer Authority that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the same item.

Once accepted into the Electronic Price List the offered prices will form part of Annex C of the Standing Offer and will remain in effect for the initial period of the Standing Offer.

## 7 Field descriptions and input instructions

Each line of the Electronic price list represents one item. For items that are available in multiple colours and sizes, each size and color must be listed on a separate line and will count toward to total line item limitation.

Fields in the Electronic price list are identified by column heading. The purpose of each field is described and the instructions for completing the field are provided. All fields must be completed in accordance with the instructions below to pass validation.

Items 1 to 1565 are the items requested in the solicitation stage; as such, the fields have been populated by PWSGC and locked for these items. The offeror is required to complete any remaining blank fields as instructed below.

### a) Item Number

Purpose: This field represents a number assigned to the line item in the list for the purpose of this solicitation. Any amendments or questions pertaining to the line items or products requested will be addressed by this item number during the solicitation period.

Input instructions: This field is populated by PWSGC and no data entry on behalf of the Offeror is required.

**b) Manufacturer**

Purpose: While the brand and manufacturer of a product may, in some instances, be marketed under the same name, this is not always the case. This field represents the name of the manufacturer (ACCO, 3M, Procter and Gamble etc...) of the item offered.

Input instructions: The Offeror is required to input the name of the item manufacturer in this field. This field is mandatory. Entries in this field must be alphanumeric (A-Z, 0-9,SPACE) and limited to a length of 40 characters.

**c) Brand**

Purpose: While the brand and manufacturer of a product may in some instances be marketed under the same name, this is not always the case. This field represents the name of the brand for the item offered (Wilson Jones, Papermate, Duracell, etc...).

Input Instructions: The offeror is required to input the brand of the item in this field. This field is mandatory. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to a length of 40 characters.

**d) Product Line or Series**

Purpose: This field represents a marketing name for a series or sub-brand of the item offered (Energel, ClearView, FlexGrip).

Input Instructions: The offeror is requested to input the item's Product Line or Series in this field. This field is optional. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to a length of 40 characters.

**e) Manufacturer Part Number**

Purpose: This field represents the manufacturers unique model name / part number for the item offered.

Input Instructions: The offeror is required to input the model name or part number of the item in this field. This field is mandatory. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to a length of 40 characters.

**f) Class**

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard ( <http://www.unspsc.org> ) and restricted in accordance with the requirement at Annex A. Class is defined by UNSPSC as a group of commodities sharing common characteristics.

Input Instructions: The Offeror is required to select the class name which best represents the item from the drop down menu. This field is mandatory.

**g) Commodity**

Purpose: This field is one of two fields used for the classification of items in this requirement. Classification is based on the UNSPSC standard ( <http://www.unspsc.org> ) and restricted in accordance with the requirement at Annex A. Commodity is defined by UNSPSC as a group of substitutable (similar) products or services

Input Instructions: The Offeror is required to select the commodity name which best represents the item from the drop down menu. This field is mandatory.

### **Item Descriptions - Information about item attributes**

Given the diversity of product in this requirement, PWGSC has determined that the use of segregated attributes would be more efficient than paragraph form descriptions. The intent of the attribute columns is to capture generic and essential information about the items that will make it easy for users to search for products that meet their requirement. Attributes of a product include but are not limited to: size, color, material, voltage, distinguishing features etc. Attributes should be limited to no more than 4 words.

PWGSC requests that Offerors follow a consistent taxonomy when entering data in the attribute columns. PWGSC recommends the following general approach (Size, Colour, Primary Feature, Secondary Feature). In cases where size and color do not apply Offerors may substitute with other characteristics.

#### **h) Attribute 1 (English version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 1 will be used for size, when applicable. If size is not a relevant element of the item description, an alternate attribute may be entered in this column.

Input Instructions: The offeror is required to input the size of the item in this field, where applicable. Otherwise, the Offeror may enter another element of generic and essential information about the item. This field is mandatory. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 4 words.

#### **i) Attribute 2 (English version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 2 will be used for colour, when applicable. If colour is not a relevant element of the item description, an alternate attribute may be entered in this column.

Input Instructions: The offeror is required to input the colour of the item in this field, where applicable. Otherwise, the Offeror may enter another element of generic and essential information about the item. This field is mandatory. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 4 words.

#### **j) Attribute 3 (English version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 3 will be used for the primary feature of the item, when applicable.

Input Instructions: The offeror is required to input the primary feature of the item in this field, where applicable. Otherwise, the Offeror may enter another element of generic and essential information about the item. This field is optional. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 4 words.

#### **k) Attribute 4 (English version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 4 will be used for a general feature of the item, when applicable.

Input Instructions: The offeror is required to input a general feature of the item in this field, where applicable. Otherwise, the Offeror may enter another element of generic and essential information about the item. This field is optional. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 4 words.

**l) Attribute 1 (French version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 1 will be used for size, when applicable. If size is not a relevant element of the item description, an alternate attribute may be entered in this column.

Input Instructions: The offeror is required to input the size of the item in this field, where applicable. Otherwise, the Offeror may enter another element of generic and essential information about the item. This field is mandatory. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 4 words.

**m) Attribute 2 (French version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 2 will be used for colour, when applicable. If colour is not a relevant element of the item description, an alternate attribute may be entered in this column.

Input Instructions: The offeror is required to input the colour of the item in this field, where applicable. Otherwise, the Offeror may enter another element of generic and essential information about the item. This field is mandatory. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 4 words.

**n) Attribute 3 (French version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 3 will be used for the primary feature of the item, when applicable.

Input Instructions: The offeror is required to input the primary feature of the item in this field, where applicable. Otherwise, the Offeror may enter another element of generic and essential information about the item. This field is optional. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 4 words.

**o) Attribute 4 (French version)**

Purpose: For the sake of consistency PWGSC has determined that, Attribute 4 will be used for a general feature of the item, when applicable.

Input Instructions: The offeror is required to input a general feature of the item in this field, where applicable. Otherwise, the Offeror may enter another element of generic and essential information about the item. This field is optional. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 4 words.

**p) Recycled Content**

Purpose: This field may contain a percentile value representative of the proportion, by mass, of post consumer recycled material in the item.

Post consumer recycled material is defined as Material generated by households or by commercial, industrial and institutional facilities in their role as end-users of a product which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

Input Instructions: Offerors must , if applicable, enter a value, in percent, representative of post consumer waste content as defined above. This field is optional. This field is numeric and may contain a numeric value between 0 and 100.

**q) Other “Green” Features**

Purpose: This field may contain information with respect to other environmentally responsible features of the item. (BPA Free, PVC Free, biodegradable, replaceable parts, certifications, etc.) For additional information regarding environmental claims, PWGSC refers you to Environmental claims: A guide for industry and advertisers produced by the Competition Bureau Canada in collaboration with the Canadian Standards Association (CSA)

Input Instructions: Offerors must, if applicable, include information pertaining to other environmentally responsible features of the item as defined above. In the event multiple features are listed, Offerors should separate them with a comma. This field is optional. Entries in this field must be alphanumeric (A-Z, 0-9, SPACE) and limited to 8 words.

**r) Unit of issue (UOI)**

Purpose: This field represents the unit of issue for the item described in columns B through M inclusively. Certain items come packaged by multiples, therefore, the unit of issue may in some instances be more than one single unit of the item. (Example: Paper-clips, Pins, Elastics, Labels, etc.)

Input Instructions: The Offeror is required to select the Unit of Issue selection which best represents the smallest commercially available quantity of the item from the drop down menu. This field is mandatory.

**s) Qty per UOI**

Purpose: This field represents the number of individual units of the item included per unit of issue (UOA) in column R. While each, pair and dozen are self explanatory, box and package are not.

Input Instructions: The Offeror is required to enter the number of individual units (0-500) included in the UOA at column N. Values must be entered as integers. This field is mandatory.

**t) UPC**

Purpose: This field represents the Universal Product Code (UPC) for one (1) unit of issue of the item as described in columns R and S.

Input instructions: The Offeror is required to enter the manufacturer's 12 digit UPC Code for this item as described in columns R and S. This field is must contain only digits 0-9, no spaces, dashes or special characters. This field is mandatory.

**u) Price**

Purpose: This field represents the price for one unit of issue of the item described in columns R through T inclusively.

Input instructions: The Offeror must enter a numerical value which represents its firm price for one unit of issue of the item described in columns R through T in dollars and cents separated by a period (23.12) without any spaces, dashes or special characters. All values submitted will be rounded to 2 decimals.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pd032

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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**APPENDIX 4**  
**ELECTRONIC STANDING OFFER USAGE REPORT**  
*(provided as an electronic attachment)*