

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

Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Carton paperboard	
<b>Solicitation No. - N° de l'invitation</b> 21C31-130002/B	<b>Date</b> 2013-03-08
<b>Client Reference No. - N° de référence du client</b> 21C31-13-0002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-560-12286
<b>File No. - N° de dossier</b> MTA-2-35261 (560)	<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 2013-04-10</b>	
<b>Time Zone</b> Fuseau horaire Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ghali, Camille	<b>Buyer Id - Id de l'acheteur</b> mta560
<b>Telephone No. - N° de téléphone</b> (514)496-3871 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SERVICE CORRECTIONNEL DU CANADA CORCAN-ETAB. LA MACAZA 321 CHEMIN DE L'AEROPORT LA MACAZA Québec J0T 1R0 Canada	
<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> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<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</b> <b>(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>



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Carton paperboard Request for Regional Individual Standing Offer for a year and for the supply of products as in Annex A. / Demande d'offre à commande individuelle et régionale pour une année; pour la fourniture des produits de l'annexe A.	21C31	21C31	1	Lot	\$		XXXXXXXXXXXX		

Solicitation No. - N° de l'invitation

21C31-130002/B

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-2-35261

Buyer ID - Id de l'acheteur

mta560

CCC No./N° CCC - FMS No/ N° VME

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

21C31-13-0002

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**This solicitation replaces solicitation number  
21C31-130002/A, dated December 19th, 2012 and the closing  
date of January 31st, 2013 at 2:00 p.m. EST.**

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

- 1.1. Introduction
- 1.2. Summary
- 1.3. Security Requirement
- 1.4. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Offers
- 2.3. Enquiries - Request for Standing Offers
- 2.4. Improvement of Requirement During Solicitation Period
- 2.5. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

- 3.1. Offer Preparation Instructions

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

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
- 5.2. Additional Certifications Precedent to Issuance of a Standing Offer

### **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users

Solicitation No. - N° de l'invitation

21C31-130002/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta560

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

21C31-13-0002

File No. - N° du dossier

MTA-2-35261

CCC No./N° CCC - FMS No/ N° VME

---

7. Call-up Instrument
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications
12. Applicable Laws

## **B. RESULTING CONTRACT CLAUSES**

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

### **List of Annexes:**

Annex A - Requirement and pricing

Annex B - Form CSC/SCC 1279

Annex C - Complete list of bidder's board directors

## PART 1 - GENERAL INFORMATION

### 1.1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6: 6A, Standing Offer, and  
6B, Resulting Contract Clauses; and,

The Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: 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

Annex A - Requirement and pricing

Annex B - Form CSC/SCC 1279

Annex C - Complete list of bidder's board directors

## 1.2. Summary

Request for standing offer (RISO) to provide, upon request, various quantities of rolls and sheets of carton (cardboard) to manufacture files folders for the Correctional Service of Canada's, CORCAN- La Macaza (Qc), for one year starting the date of issue and according to the description attached in annexe A.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## 1.3. Security Requirement

Contractor personnel shall submit to a local verification or identity/information by Correctional Service Canada prior to admittance to the facility/site. Correctional Service Canada reserves the right to deny access to any facility/site part thereof of any Contractor personnel, at any time.

All Contractor personnel or sub-contractors that must have access to CSC facilities must complete the form CSC-SCC 1279. CSC reserves the right to deny access to any employees that doesn't meet CSC security minimum standards. Canada will not pay any compensation to the Contractor for employees that have been denied access. (see Annex B)

## 1.4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

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## 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 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.

### 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.

### 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.

### 2.4 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions

Solicitation No. - N° de l'invitation

21C31-130002/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta560

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

21C31-13-0002

File No. - N° du dossier

MTA-2-35261

CCC No./N° CCC - FMS No/ N° VME

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that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all

## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

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.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

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.

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

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 are encouraged to:

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

#### Payment by credit card

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted: VISA \_\_\_\_\_ or Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card. Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

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## 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 Technical evaluation

Compliance with Annex A

Condition of Material

M1004T

(16/05/2011)

#### Mandatory criteria to demonstrate before contract award

**4.1.1.1** The bidder must provide all material and color samples as specified in Annex A.

#### 4.1.2 Financial Evaluation

The financial offer must comply with Annex A, Requirement and pricing

Pric Evaluation

M0222T

(11/01/2010)

**The Standing offers will be awarded in Canadian dollars.** In the event the offer recommended for Standing offers award was submitted in foreign currency it will be converted using the rate given by the Bank of Canada in effect on the bid solicitation closing date.

**Firm unit price** in Canadian currency, FOB Destination including all delivery charges , must be submitted for **all the items** of Annex A .

### 4.2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price\* will be recommended for issuance of a standing offer.

\* The lowest price will be determined by the total value of the unit prices quoted applied to the estimated quantities (items 1.1 to 1.4) plus the discounted price of the item 1.5 of Annex A.

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## **PART 5 - CERTIFICATIONS**

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

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

#### **5.1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### **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 - \$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

- A. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- B. ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- C. ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- D. ( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

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## 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at annexe A.

#### 2. Security Requirement

Contractor personnel shall submit to a local verification or identity/information by Correctional Service Canada prior to admittance to the facility/site. Correctional Service Canada reserves the right to deny access to any facility/site part thereof of any Contractor personnel, at any time.

All Contractor personnel or sub-contractors that must have access to CSC facilities must complete the form CSC-SCC 1279. CSC reserves the right to deny access to any employees that doesn't meet CSC security minimum standards. Canada will not pay any compensation to the Contractor for employees that have been denied access. (see Annex B)

The form must be received at least 7 calendar day before deliver date. The CSC reserves the right to refuse access to contractor employees who do not meet the CSC's minimum security standards.

No monetary compensation will be provided to the supplier for employees who are refused access.

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

##### 3.1 General Conditions

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

**4. Term of Standing Offer**

**4.1 Period of Standing Offer**

The period for making Call-ups against the Standing Offer is from \_\_\_\_\_ until \_\_\_\_\_ (will be determined when issuing the SO).

**5. Authorities**

**5.1 Standing Offer Authority**

The Standing Offer Authority for the Standing Offer is:

Camille Ghali  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Quebec Regional Office  
800 de la Gauchetière Ouest, suite 7300, Montréal (Québec), Canada, H5A 1L6  
Telephone: (514) 496-3871  
Facsimile: (514) 496-3822  
E-mail address: camille.ghali@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**5.2 Offeror Representative**

*(The Offeror's Representative will be identified in the Standing Offer.)*

Name and telephone number of the person responsible for :

**General enquiries & Delivery follow-up**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is : \_\_\_\_\_  
( to be identified at the time of award)

**6.1 Contact at Customer Department**

*(to be completed by Canada at the time of award)*

For all information related to invoicing and/or payments you may communicate with:

CUSTOMER DEPARTMENT: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_

**7. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer" or electronic document.

**8. Limitation of Call-ups**

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

**9. Limitation of Expenditure**

*(to be completed by Canada at the time of award)*

**Financial Limitation - Total**

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when **75 percent** of this amount has been committed, or **three (3)** months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2029 (2012-11-19), General Conditions - Goods or Services (Low Dollar Value)
- (d) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Good or Services
- (e) Annex "A" - Requirement and price fixing
- (f) the Offeror's offer \_\_\_\_\_, (*insert date of the offer*)

## 11. Certifications

### 11.1 Compliance

Compliance with the Certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the entire period 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 or that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in \_\_\_\_\_.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Requirement

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2029 (2012-11-19) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

#### 2.2 Interest on Overdue Accounts

Section 12 Interest on Overdue Accounts, of 2029 (2012-11-19) General Conditions- Goods or Services (Low dollar value) will not apply to payments made by credit cards at point of sale.

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery shall be made **within 10 days** from receipt of a call-up against the Standing Offer.

### 4. Payment

#### 4.1 SACC Manual Clauses

SACC Reference	Section	Date
C2000C	Taxes - Foreign-based Contractor	30/11/07
C6000C	Limitation of Price	25/05/07
H1000C	Single payment	12/05/08

#### 4.2 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_

OR

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

Solicitation No. - N° de l'invitation

21C31-130002/B

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-2-35261

Buyer ID - Id de l'acheteur

mta560

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

21C31-13-0002

CCC No./N° CCC - FMS No/ N° VME

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## **5. Invoicing Instructions**

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

## **6. Insurances**

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

**Annex A****Requirement and price fixing****Cardboard to manufacture file folders**

Description	Estimated Quantity	Unit price / lbs
<b>1.1 white, 10% post consumer material</b>		
Roll of 58" diameter, core 8", 11, 75" to 17,375" width and thickness variation from 9, 5 to 18 points according to need.	103 200 lbs	
<b>1.2 Carboard brown and yellow</b>		
Roll of 58" diameter, core 8", 14'5" to 16,25" width and thickness variation from 11 to 14 points	151 800 lbs	
Assorted size sheet 18" x 24" to 16, 25" x 24, 5" or 24" x 36", long grain on the longest size and thickness variation from 13, 5 points to 14 points.	20 400 lbs	
<b>1.3 cardboard blue (Ref. to pms 2915)</b>		
Sheet cardboard 18" x 25", long grain on the longest size and thickness of 18 points.	24 000 lbs	
<b>1.4 Sand</b> Contains 75% post consumer material		
Roll of 58" diameter, core 8", width 14" to 16,25" and thickness of 13,5 points	120 000 lbs	
Assorted size sheet 20" x 16" to 16" x 20,25" or 16,25" x 20,25" or 18" x 24", long grain on the longest size and thickness variation from 13,5 points to 18 points	18 000 lbs	
<b>Note : Cardboard rolls of 58" diameter have to be joint free.</b>		
<b>1.5 All other products</b>		
All other product from the supplier price list can be purchased with a discount of	37,000.00\$	Discount of ____%
Overruns/Underruns of more than 10% will be accepted for each call-up.		
Minimum run per colour if applicable.		
Minimum run per size if applicable		
<b>Delivery</b>		
Institution does not have a loading dock. Please expect deliver stock on skids at the front of the box truck.		
Delivery will be done from Monday through Friday, from 8h30 to 10h50 and 13h00 to 15h30.		

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## **PRE-AWARD SAMPLES**

As part of the technical evaluation, to confirm a bidder's capability of meeting the technical requirements, a pre-award sample of the item and test results will be required **after the bid closing date and upon a written request from PWGSC.**

The Bidder must ensure that the required pre-award sample is manufactured in accordance with the technical requirement and is fully representative of the bid submitted. Rejection of the pre-award sample will be the basis for declaring the bid non-responsive.

The Bidder must deliver the required pre-award sample at no charge to Canada and must ensure that they are received by the Contracting Authority within 21 calendar days from request. The sample submitted by the Bidder will remain the property of Canada.

Failure to submit the required pre-award sample within the specified time frame or nonconformance of the pre-award samples to the technical requirement will result in the bid being declared non-responsive.

The samples will be evaluated as follows:

Samples are to be in accordance to Annex A Technical specifications

Provide a sample with the following size: 19'' x 25'' for each color which are White, Brown, Yellow, Blue, Sand

## **IMPORTANT**

Samples from CORCAN are available upon a written request to the contracting authority.

Solicitation No. - N° de l'invitation  
21C31-130002/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
mta560

Client Ref. No. - N° de réf. du client  
21C31-13-0002

File No. - N° du dossier  
MTA-2-35261

CCC No./N° CCC - FMS No/ N° VME

## Annex B

### FORM CSC/SCC 1279

21T52-100002/A		ANNEXE "B" /ANNEX "B"		MTA-9-30322	
		Correctional Service Canada / Service correctionnel Canada		PROTECTED A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> ONCE COMPLETED / PROTÉGÉ A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> UNE FOIS REMPLI	
<b>INSTITUTIONAL ACCESS</b> <b>CPIC CLEARANCE REQUEST</b>			<b>ACCÈS À UN ÉTABLISSEMENT</b> <b>DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC</b>		
PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES					
Institution - Etablissement		Request received / Demande reçue le		Date (YYYY/MM/DD) - (AAAA/MM/DD)	
				PUT AWAY ON FILE / CLASSER AU DOSSIER	
3170-12					
<b>A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS</b>					
Surname / Nom de famille		Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)		Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)	
Date of birth (YYYY/MM/DD) / Date de naissance (AAAA/MM/JJ)		Place of birth - Lieu de naissance / City/Town - Ville ou municipalité		Province/State - Province ou état	
				Country - Pays	
<b>B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE</b>					
<input type="checkbox"/> Male / Homme		<input type="checkbox"/> Female / Femme		Height - Grandeur	
				Weight - Poids	
				Eye color - Couleur des yeux	
				Hair color - Couleur des cheveux	
<b>C. ADDRESS - ADRESSE</b>					
Street - Rue		City/Town - Ville ou municipalité		Province	
				Postal Code - Code postal	
				Telephone number - Numéro de téléphone	
				Home - Domicile	
				Work - Bureau	
Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation)					
<b>D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX</b>					
Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked?					
1. Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?					
<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non					
Do you personally know of any person incarcerated in a correctional facility? If so, provide names - Si oui, fournir son nom :					
2. Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?					
<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non					
Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety?					
3. Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?					
<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non					
Are you related/associated to an inmate or on an inmate's visiting list? Étes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?					
4. Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?					
<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non					
If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.					
↻					
<b>E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)</b> (Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)					
In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.					
En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.					
NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.					
NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.					
Applicant's signature - Signature du demandeur				Date (YYYY/MM/DD) - (AAAA/MM/JJ)	
↻					
<b>F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC</b>					
Reason for clearance - Motif justifiant la demande d'accès					
Department making the request (please print) / Unité qui soumet la demande (en lettres mouillées s.v.p.)		Signature of Division Head / Signature du chef de la division		Date (YYYY/MM/DD) - (AAAA/MM/JJ)	
<input type="checkbox"/> No criminal record / Aucun casier judiciaire		<input type="checkbox"/> A possible criminal record # / Numéro du casier judiciaire		Last entry: / Dernière entrée :	
				↻	
<input type="checkbox"/> An outstanding warrant/charge held by: / Auteur du mandat non exécuté/accusation en instance : ↻					
<b>SIGNATURES</b>					
<input type="checkbox"/> Approved / Approuvée		<input type="checkbox"/> Not approved / Non approuvée		The individual has been advised. - Le demandeur a été informé de la décision.	
				<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
Security Intelligence Officer / Agent de renseignements de sécurité		Institutional Head / Directeur de l'établissement		Visit Review Board / Comité des visites	
Date (YYYY/MM/DD) / (AAAA/MM/JJ)		Date (YYYY/MM/DD) / (AAAA/MM/JJ)		Date (YYYY/MM/DD) / (AAAA/MM/JJ)	
CSC/SCC 1279 (R-04-12) (Word Version) XP					
				Distribution Original = 3170-12	

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**Annex C**

**Complete list of bidder's board directors**

**NOTE TO BIDDERS**

**WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

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