





Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	<p>RMSO: Hardware products Request Regional Master Standing Offer (RMSO) for providing on an as-and-when-required basis, various hardware products. This RMSO be accessible to all client departments and federal agencies located in the province of Quebec</p> <p>• Total duration of the Standing Offer is possibly three years: two years firm + 1 year option. / Demande d'offre à commande principale régionale (OCPR) pour la fourniture au fur et à mesure de divers produits de quincaillerie. Cette OCPR sera accessible à tous les ministères-clients et organismes fédéraux localisés dans la province du Québec Durée totale de l'Offre à commande est possiblement de trois années: 2 années fermes + 1 année d'option.</p>	E6MON	E6MON	1	LOT	\$	XXXXXXXXXXXX	.	

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## 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.

**Annex A - Requirement / Products & Discounts**

**Annex B - List of Manufacturers**

**Annex C - Security Requirements for Correctional Service Canada only -  
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**Annex D - Various addresses of CSC locations - Correctional Service Canada**

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**Annex F - Complete list of bidder's board directors**

## 1.2. Summary

Request for a Regional Master Standing Offer (RMSO) to supply, on an as-and-when-required basis, various hardware products to be delivered FOB Destination including all delivery charges , to various Federal Government Departments and Agencies located in the Province of Quebec, for the period starting from July 1st, 2013 to June 30th, 2015 with a possibility of an extension period of one (1) additional year.

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

There is a security requirement associated with the requirement of the Standing Offer, as specified on Annex C- *INSTITUTIONAL ACCESS* and is related to Correctional Service Canada only.

Contractor personnel shall submit to a local verification of identity or 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 «C»)

Contractor personnel will be escorted in specific areas of the facility / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

## 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.

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: ninety (90) 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.

Bidders must submit firm rates for **a minimum of 40% of all the items** listed in Annex «A».

### 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 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.

## 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

*It is mandatory to meet the mandatory evaluation criteria to allow the technical evaluation of the tender. Failure to do so, will make it non-responsive.*

Compliance with Annex «A»

Condition of Material

M1004T

(16/05/2011)

##### 4.1.1.1 Mandatory technical criteria -

The following mandatory factors will be taken into consideration in the evaluation of each bid:

- (a) You must be an authorized distributor/dealer for at least 40% of the trademarks listed in Annex «B». Only the firm discounts for the trademarks for which you are an authorized distributor/dealer will be accepted;
- (b) To prove that you are an authorized distributor/dealer for the trademark, you must complete, sign and date the Annex «B» List of Manufacturers, and attach it to your RFSO;
- (c) You must submit firm discounts, FOB Destination all delivery charges included, in reference to valid manufacturer's catalogue for which you are an authorized distributor/dealer. These firm discounts shall be based on Manufacturers' suggested sales prices. If there is more than one column (discounts dependent on quantities), the firm discounts shall apply to the column with the highest prices;
- (d) Compliance with proposed pricing methods;
- (e) Acceptance of terms and conditions as mentioned in the Request for Standing Offer, including Annex «C» and «D» related to Correctional Service Canada call-ups.

**4.1.1.2** In addition to the above, bidders must comply with any other requirement stipulated in the bid solicitation.

#### 4.1.2 Financial Evaluation

The financial offer must comply with Annex B, Pricing.

Price Evaluation

M0222T

(11/01/2010)

Note: The annual quantities are estimated and for financial evaluation purposes only.

**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 **a minimum of 40% of all the items** of Annex «A» .

##### 4.1.2.1 The responsive solicitations will be evaluated as follows:

For evaluation purpose, a percentage of 0%, will be used for the item which you did not supply a discount on Annex «A» - Products and Discounts.

1. The price of the offer will be evaluated as follows:

- (a) Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.
- (b) foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and GST or HST excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.

2. Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.

3. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point **and** FOB destination. Offers will be assessed on an FOB destination basis.

4. For the purpose of the RFSO, offerors with an address in Canada are considered Canadian-based offerors, and offerors with an address outside of Canada are considered foreign-based offerors.

## **4.2. Basis of Selection - Mandatory Technical Criteria**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive offer(s) with the lowest evaluated price will be recommended for issuance a standing offer.

Note 1 : It is Canada's intention to issue, if possible, one (1) to a maximum of four (4) standing offer, which will represent an estimated value of \$8M, to suppliers who are qualified in accordance to the requirements detailed herein; to ensure supply of materials to all regions, taking into consideration the client geographic locations in the Province of Quebec.

Note 2 : The evaluated price will be calculated as follows:

- The estimated value of each item specified on Annex A, will be multiplied by their respective %, and the results will be added to determine the evaluated price of the financial offer.
- The lowest price will be determined by the total value of unit prices applied to total estimated quantities for the first 2 years as well as for the option year.

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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 and Certifications Required with the Offer

#### 5.2.1 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.

#### **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.

Solicitation No. - N° de l'invitation

E6MON-120003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta560

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E6MON-12-0003

MTA-2-35339

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### **5.2.2 Additional Certifications Required with the Offer**

Offerors must submit duly completed certifications with their offer to confirm that their company is an authorized distributor/dealer for the manufacturers mentioned in Annex «B», in the Province of Quebec, Canada.

Note : The supplier need to be a distributor of at least 40% of the manufacturers listed.

## **PART 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 Annex A.

#### **2. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer, as specified on Annex «C» and is related to Correctional Service Canada only.

Contractor personnel shall submit to a local verification of identity or 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 «C»)

#### **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.

##### **3.2 Standing Offers Reporting**

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

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

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



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The quarterly reporting periods are defined as follows:

**1st quarter: July 1 to September 30;**

**2nd quarter: October, 1 to December, 31;**

**3rd quarter: January, 1 to March, 31;**

**4th quarter: April 1 to June 30.**

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

#### **4. Term of Standing Offer**

##### **4.1 Period of Standing Offer**

The period for making Call-ups against the Standing Offer is **for two years starting July 1st, 2013.**

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **one additional period of 12 months**; under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **30** days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **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 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.

## 5.3 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 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 in the Province of Quebec:

### **Montreal Region and areas**

The territory of the Western Quebec Region extends westward to the Ontario border from a line joining Sherbrooke, Trois-Rivières and Montreal (excluding the National Capital Region); the entire north of the province is included, and in the south the line runs to the US border.

### **Quebec Region and areas**

The territory of the Eastern Quebec Region comprises GREATER QUEBEC CITY, INCLUDING VALCARTIER AND DONNACONA and areas.

## 7. Instrument

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

## 8. Limitation of Call-ups

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

In any case, the end user can only include a maximum total value of **\$10,000.00** (Goods and Services Tax or Harmonized Sales Tax included) into the limit mentioned above for each call-ups, which are related to **the Other Products** (item # 138, not described) **mentioned on Annex «A» according to the applicable discounts**.

## 9. Limitation of Expenditure

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$ 2,000,000.00 (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.

## 10. Priority of Documents

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Good or Services
- (d) the general conditions 2010A (2012-11-19), General Conditions - Goods (Medium Complexity)
- (e) Annex A, Requirement - Products and Discounts;
- (f) Annex B, List of Manufacturers;

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- (g) Annex C, Security Requirement for Correctional Service Canada Only - General Discipline and Internal Security;
- (h) Annex D, Requirement for Delivery and Addresses for Correctional Service Canada
- (i) Annex E , Quarterly report
- (j) the Offeror's offer \_\_\_\_\_ (insert date of offer), \_\_\_\_\_ (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (insert date(s) of clarification(s) or amendment(s) if applicable).

## **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 as per Annex «A».

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

#### Interest on Overdue Accounts

Section 13 Interest on Overdue Accounts, of 2010A (2012-11-19) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards at point of sale.

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be made **within (3) calendar days for stock items and within (10) calendar days for non-stocked items**, from receipt of a call-up against the Standing Offer.

### 4. Payment

#### 4.1 SACC Manual Clauses

SACC Reference	Section	Date
A2000C	Foreign Nationals (Canadian Contractor)	16/06/06
A2001C	Foreign Nationals (Foreign Contractor)	16/06/06
C2000C	Taxes - Foreign-based Contractor	30/11/07
C6000C	Limitation of price	25/05/07
H1000C	Single Payment	12/05/08
M3000C	Price List	15/08/06

## 4.2 Payment by Credit Card

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

OR

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

## 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. SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16
G1005C	Insurance	2008-08-15

## ANNEX « A » - Requirement/PRODUCTS AND DISCOUNTS

**Any minimum quantity accepted**

### Client's responsibility

**Please note that it is the client's responsibility to select the most economical brand mark when making call-ups against any resulting SO (s), by referring to Annex A - Products and Discounts, as basis of payment.**

	Product type, and manufacturers	Estimated value Québec region	Percentage of discount offered in Quebec region	Estimated value Montréal region	Percentage of discount offered in Montréal region
Article					
	<b>Various Equipment</b>				
1	Crescent (Cooper)	\$80,000.	_____ %	\$60,000.	_____ %
2	Proto (Stanley)	\$80,000.	_____ %	\$60,000.	_____ %
3	Ridgid Tools	\$80,000.	_____ %	\$60,000.	_____ %
4	Gray Tools	\$80,000.	_____ %	\$60,000.	_____ %
5	Lufkin (Cooper)	\$80,000.	_____ %	\$60,000.	_____ %
6	Stanley	\$80,000.	_____ %	\$60,000.	_____ %
7	H.K. Porter (Cooper)	\$80,000.	_____ %	\$60,000.	_____ %
8	American Tool	\$80,000.	_____ %	\$60,000.	_____ %
9	Innovak (Fuller)	\$80,000.	_____ %	\$60,000.	_____ %
10	Snap-On (Bahco)	\$80,000.	_____ %	\$60,000.	_____ %
11	Beach (Stanley)	\$80,000.	_____ %	\$60,000.	_____ %
12	Sandvick (Bahco)	\$80,000.	_____ %	\$60,000.	_____ %
13	Greenlee	\$80,000.	_____ %	\$60,000.	_____ %
14	Starrett	\$80,000.	_____ %	\$60,000.	_____ %
15	Danaher	\$80,000.	_____ %	\$60,000.	_____ %
16	Klein Tool	\$80,000.	_____ %	\$60,000.	_____ %
17	Ideal Tools	\$80,000.	_____ %	\$60,000.	_____ %
18	GoldBlatt (Stanley)	\$80,000.	_____ %	\$60,000.	_____ %
19	Top Ring	\$80,000.	_____ %	\$60,000.	_____ %
	<b>Bolts (various)</b>				
20	Stanley	\$50,000.	_____ %	\$40,000.	_____ %
21	Fasco	\$50,000.	_____ %	\$40,000.	_____ %
22	Mallory	\$50,000.	_____ %	\$40,000.	_____ %
23	Ideal	\$50,000.	_____ %	\$40,000.	_____ %

24	Richelieu	\$50,000.	_____ %	\$40,000.	_____ %
25	Androck	\$50,000.	_____ %	\$40,000.	_____ %
26	Canaropa	\$50,000.	_____ %	\$40,000.	_____ %
27	Onward-Cluthe	\$50,000.	_____ %	\$40,000.	_____ %
Article					
	<b>Doors knobs, Lockets (various)</b>				
28	Richelieu	\$30,000.	_____ %	\$20,000.	_____ %
29	Androck	\$30,000.	_____ %	\$20,000.	_____ %
30	Canaropa	\$30,000.	_____ %	\$20,000.	_____ %
31	Corbin	\$30,000.	_____ %	\$20,000.	_____ %
32	Weiser	\$30,000.	_____ %	\$20,000.	_____ %
33	Onward-Cluthe	\$30,000.	_____ %	\$20,000.	_____ %
34	Milbro	\$30,000.	_____ %	\$20,000.	_____ %
	<b>Screws (various)</b>				
35	Robertson/Whit	\$50,000.	_____ %	\$40,000.	_____ %
36	Uscan	\$50,000.	_____ %	\$40,000.	_____ %
37	Androck	\$50,000.	_____ %	\$40,000.	_____ %
38	Reliable	\$50,000.	_____ %	\$40,000.	_____ %
39	Papco/H. Paulin	\$50,000.	_____ %	\$40,000.	_____ %
40	Papco automotive	\$50,000.	_____ %	\$40,000.	_____ %
41	Spae-Naur	\$50,000.	_____ %	\$40,000.	_____ %
	<b>Shovels</b>				
42	Garant	\$25,000.	_____ %	\$10,000.	_____ %
43	True Tempe	\$25,000.	_____ %	\$15,000.	_____ %
	<b>Accessories</b>				
44	Rubberset	\$25,000.	_____ %	\$15,000.	_____ %
45	Grumbacker (Demco)	\$25,000.	_____ %	\$15,000.	_____ %
46	Simms	\$25,000.	_____ %	\$15,000.	_____ %



## Annex « A » - REQUIREMENT/PRODUCTS AND DISCOUNTS

	Product type, and manufacturers	Estimated value Québec region	Percentage of discount offered in Quebec region	Estimated value Montréal region	Percentage of discount offered in Montréal region
Article					
	<b>Power Tools</b>				
47	Black & Decker (Dewalt)	\$50,000.	_____ %	\$40,000.	_____ %
48	Skill	\$50,000.	_____ %	\$40,000.	_____ %
49	Walter	\$50,000.	_____ %	\$40,000.	_____ %
50	Desmond	\$50,000.	_____ %	\$40,000.	_____ %
51	Makita	\$50,000.	_____ %	\$40,000.	_____ %
52	Milwaukee	\$50,000.	_____ %	\$40,000.	_____ %
53	Bosch	\$50,000.	_____ %	\$40,000.	_____ %
54	Delta	\$50,000.	_____ %	\$40,000.	_____ %
	<b>Tools for Files, Forest, Bits, Metal (various)</b>				
55	Butterfield	\$20,000.	_____ %	\$10,000.	_____ %
56	Nicholson (Cooper)	\$20,000.	_____ %	\$10,000.	_____ %
57	Dormer	\$20,000.	_____ %	\$10,000.	_____ %
58	Greenfield Drills & Taps	\$20,000.	_____ %	\$10,000.	_____ %
59	Greenlee	\$20,000.	_____ %	\$10,000.	_____ %
	<b>Blades and Knives</b>				
60	Black & Decker	\$20,000.	_____ %	\$10,000.	_____ %
61	Wiss (Cooper)	\$20,000.	_____ %	\$10,000.	_____ %
62	Richard	\$20,000.	_____ %	\$10,000.	_____ %
63	Sandvick (Bahco)	\$20,000.	_____ %	\$10,000.	_____ %
64	Olfa	\$20,000.	_____ %	\$10,000.	_____ %
	<b>Glue and Solvent</b>				
65	Mulco	\$20,000.	_____ %	\$10,000.	_____ %
66	Lepage Cons	\$20,000.	_____ %	\$10,000.	_____ %
67	Lepage Ind.	\$20,000.	_____ %	\$10,000.	_____ %
68	Loctite	\$ 20,000.	_____ %	\$10,000.	_____ %
69	3M	\$ 20,000.	_____ %	\$10,000.	_____ %

## Annex « A » - REQUIREMENT/PRODUCTS AND DISCOUNTS

	Product type, and manufacturers	Estimated value Québec region	Percentage of discount offered in Québec region	Estimated value Montréal region	Percentage of discount offered in Montréal region
Article					
	<b>Chains and Accessories</b>				
70	Campbell Chain	\$30,000.	_____ %	\$15,000.	_____ %
71	Vanguard	\$30,000.	_____ %	\$15,000.	_____ %
72	Crosby	\$30,000.	_____ %	\$15,000.	_____ %
	<b>Anchorage</b>				
73	Androck	\$30,000.	_____ %	\$15,000.	_____ %
74	ITW Read Head	\$30,000.	_____ %	\$15,000.	_____ %
75	Uscan	\$30,000.	_____ %	\$15,000.	_____ %
76	Powers	\$30,000.	_____ %	\$15,000.	_____ %
77	ITW Buildex	\$30,000.	_____ %	\$15,000.	_____ %
78	Buildex Tapcon	\$30,000.	_____ %	\$15,000.	_____ %
79	Cobra	\$30,000.	_____ %	\$15,000.	_____ %
	<b>Padlocks</b>				
80	Master Lock	\$25,000.	_____ %	\$15,000.	_____ %
81	Cisa	\$25,000.	_____ %	\$15,000.	_____ %
82	Canaropa	\$25,000.	_____ %	\$15,000.	_____ %
	<b>Nails and Polythene</b>				
83	Duchesne (Poly)	\$30,000.	_____ %	\$15,000.	_____ %
84	Duchesne (clous)	\$30,000.	_____ %	\$15,000.	_____ %
85	Balcan Plastic	\$30,000.	_____ %	\$15,000.	_____ %
86	Ralston	\$30,000.	_____ %	\$15,000.	_____ %
	<b>Abrasives and Acces.</b>				
87	3m	\$20,000.	_____ %	\$10,000.	_____ %
88	Walter	\$20,000.	_____ %	\$10,000.	_____ %
89	Abrasif JJS	\$20,000.	_____ %	\$10,000.	_____ %
90	Carborundum	\$20,000.	_____ %	\$10,000.	_____ %
91	Sait	\$20,000.	_____ %	\$10,000.	_____ %

## Annex « A » - REQUIREMENT/PRODUCTS AND DISCOUNTS

Article	Product type, and manufacturers	Estimated value Québec region	Percentage of discount offered in Quebec region	Estimated value Montréal region	Percentage of discount offered in Montréal region
	<b>Fans</b>				
92	Seabreeze, chauff	\$15,000.	_____ %	\$10,000.	_____ %
93	Seabreeze vent.	\$15,000.	_____ %	\$10,000.	_____ %
94	Weatherworks	\$15,000.	_____ %	\$10,000.	_____ %
95	Canarm	\$15,000.	_____ %	\$10,000.	_____ %
96	Sunrise	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Silicone</b>				
97	GE	\$19,000.	_____ %	\$10,000.	_____ %
98	Mulco	\$19,000.	_____ %	\$10,000.	_____ %
99	Lepage	\$19,000.	_____ %	\$10,000.	_____ %
100	Tremco	\$19,000.	_____ %	\$10,000.	_____ %
	<b>Staplers &amp; Staples</b>				
101	Arrow Fastener	\$22,000.	_____ %	\$15,000.	_____ %
	<b>Houseware Items</b>				
102	Black & Decker	\$50,000.	_____ %	\$30,000.	_____ %
	<b>Welding gun &amp; Acc.</b>				
103	Chidaca	\$20,000.	_____ %	\$14,000.	_____ %
104	Wexford	\$20,000.	_____ %	\$14,000.	_____ %
105	Westward	\$20,000.	_____ %	\$14,000.	_____ %
	<b>Wheels</b>				
106	Bassick	\$15,000.	_____ %	\$10,000.	_____ %
107	Can-Am (Flexello)	\$15,000.	_____ %	\$10,000.	_____ %
108	Bleutec	\$15,000.	_____ %	\$10,000.	_____ %
109	Shepherd	\$15,000.	_____ %	\$10,000.	_____ %
110	Madico	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Can and baskets</b>				
111	Rubbermaid	\$25,000.	_____ %	\$15,000.	_____ %
112	GWM	\$25,000.	_____ %	\$15,000.	_____ %
113	Marino	\$25,000.	_____ %	\$15,000.	_____ %

## Annex « A » - REQUIREMENT/PRODUCTS AND DISCOUNTS

Article	Product type, and manufacturers	Estimated value Québec region	Percentage of discount offered in Quebec region	Estimated value Montréal region	Percentage of discount offered in Montréal region
	<b>Brooms and Brushes</b>				
114	Marino	\$15,000.	_____ %	\$10,000.	_____ %
115	Atlas Graham	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Scraper</b>				
116	Ind. E. Lachance	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Working gloves</b>				
117	Gantec	\$15,000.	_____ %	\$10,000.	_____ %
118	North	\$15,000.	_____ %	\$10,000.	_____ %
119	Ganka	\$15,000.	_____ %	\$10,000.	_____ %
120	Horizon	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Scotch Tape</b>				
121	Tesa	\$10,000.	_____ %	\$10,000.	_____ %
122	3M	\$10,000.	_____ %	\$10,000.	_____ %
123	Ralston	\$10,000.	_____ %	\$10,000.	_____ %
124	Tuff Grade	\$10,000.	_____ %	\$10,000.	_____ %
	<b>Gas Carboy</b>				
125	Benz-o-Matic	\$20,000.	_____ %	\$10,000.	_____ %
	<b>Watering Accessories</b>				
126	Melnor	\$15,000.	_____ %	\$10,000.	_____ %
127	RCR Strata	\$15,000.	_____ %	\$10,000.	_____ %
128	Colorite Plastic Cda	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Pully</b>				
129	Dynaline	\$20,000.	_____ %	\$10,000.	_____ %
130	Campbell	\$20,000.	_____ %	\$10,000.	_____ %
	<b>Welding Gun</b>				
131	Benz-o-matic	\$20,000.	_____ %	\$10,000.	_____ %

## ANNEX « A » - REQUIREMENT/PRODUCTS AND DISCOUNTS

	Product type, and manufacturers	Estimated value Québec region	Percentage of discount offered in Quebec region	Estimated value Montréal region	Percentage of discount offered in Montréal region
Article					
	<b>Wheelbarrow</b>				
132	True Temper	\$10,000.	_____ %	\$10,000.	_____ %
133	Garant	\$10,000.	_____ %	\$10,000.	_____ %
	<b>Screen</b>				
134	Inter-Vic	\$30,000.	_____ %	\$30,000.	_____ %
	<b>Ladders</b>				
135	Featherlite	\$20,000.	_____ %	\$10,000.	_____ %
136	Glam	\$20,000.	_____ %	\$10,000.	_____ %
137	Louisville	\$20,000.	_____ %	\$10,000.	_____ %

### NOTE :

1. Tenderer firm discounts (for at least 40% of all the articles) shall be based on Manufacturer's suggested sale prices. Where there is more than one column (discounts dependent on quantities,), the firm discount shall apply to the column with the highest prices.
2. Prices must be FOB destination

### OTHER PRODUCTS (item # 138) :

**Prices comply with all your catalogues and/or any products not described above and are available for sale through the Contractor, at current published price less a discount of:**

\_\_\_\_\_ % Montreal Region and the surrounding

\_\_\_\_\_ % Quebec Region and the surrounding

In any case, the end user can only include a maximum total value of \$ 10,000.00 (Goods and services Tax or Harmonized Sales Tax included) into the limit mentioned above for each call-ups, which are related to the item # 138- Other Products (not described) mentioned on Annex A - according to the applicable discount.

**ANNEX « B » - List of manufacturers - SIGNATURE on NEXT PAGE**

Manufacturiers Manufacturers	Oui Yes	Non No	Manufacturiers Manufacturers	Oui Yes	Non No	Manufacturiers Manufacturers	Oui Yes	Non No
American Tool			Gantec			Onward-Cluthe		
Androck			Garant			Papco / H. Paulin		
Arkon			Glam			Plews		
Arrow Fastener			GoldBlatt (Stanley)			Powers		
Atlas Graham			Gray Tools			Proto (Stanley)		
Balcan Plastic			Greenlee			RCA Strata		
Bassick			Greenfield Drills & Taps			Ralston		
Beach (Stanley)			Grumbacker (Demco)			Reliable		
Benz-o-Matic			H.K. Porter (Cooper)			Richard		
Black & Decker (Dewalt)			Ideal Tool			Richelieu		
Bleutec			Horizon			Rousseau metal		
Bosch			Innovak (Fuller)			Rubbermaid		
Buildex Tapcon			Inter-Vic			Ridgid Tools		
Butterfield			ITW Buildex			Robertson / Whit		
Colorite Plastic			ITW Read Head			Rubberset		
Can-Am (Flexello)			JJS Abrasif			Sandvik (Cooper)		
Canarm			Kenmar			Seabreeze		
Canaropa			Klein Tool			Shepherd		
Carborudum			Lachance E.			Sait		
Cisa			Lepage			Skill		
Cobra			Lufkin (Cooper)			Snap-on (Bahco)		
Chidaca			Loctite			Simms		
Campbell			Louisville			Sunrise		
Corbin			3M			Spae-Naur		
Crescent (Cooper)			Makita			Stanley		
Crosby			Mallory			Starrett		
Danaher			Marino			Tesa		
Delta			Master Lock			Top Ring		
Desmond			Melnor			Tremco		
Dynaline			Milbro			True Temper		
			Mulco			Tuff Grade		
Dormer			Milwaukee			Universal		
Duchesne			Madico			Usacan		
Erie			National of Ca			Vanguard		
Featherlite			North			Walter		
Fasco			Nicholson (Cooper)			Weiser		
GE			Olfa			Wexford		
GWM						Wiss		
Ganka						Weatherworks		
						Westward		

Solicitation No. - N° de l'invitation

E6MON-120003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta560

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E6MON-12-0003

MTA-2-35339

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**THIS IS TO CONFIRM THAT \_\_\_\_\_ (*company name*) is an authorized distributor/dealer for the manufacturers mentioned above, in the Province of Quebec, Canada.**

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**Signature**

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**Date**

## ANNEX « C »

### Form - Institutional Access

<b>Correctional Service Canada</b> / <b>Service correctionnel Canada</b>		<b>PROTECTED / PROTÉGÉ B</b> <b>ONCE COMPLETED / UNE FOIS REMPLI</b>	
<b>INSTITUTIONAL ACCESS</b> <b>CPIC CLEARANCE REQUEST</b>		<b>ACCÈS À UN ÉTABLISSEMENT</b> <b>DEMANDE DE VÉRIFICATION</b> <b>DU DOSSIER AU CIPC</b>	
<b>PUT AWAY ON FILE - CLASSER AU DOSSIER</b> <b>ADMINISTRATIVE OR OPERATIONAL FILE</b> <b>DOSSIER ADMINISTRATIF OU OPÉRATIONNEL</b> <b>Original = 3170-12</b>			
<b>INSTITUTION - Établissement</b>		<b>Request received / Demande reçue le</b>	<b>Date (Y/YAA-MM-DD)</b>
		<b>PUT AWAY ON FILE / CLASSER AU DOSSIER</b> <b>3170-12</b>	
<b>A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS</b>			
<b>Surname / Nom de famille</b>		<b>Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)</b>	
		<b>Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)</b>	
<b>Date of birth / Date de naissance (Y/YAA-MM-DD)</b>		<b>Place of birth - Lieu de naissance / City/Town - Ville ou municipalité</b>	
		<b>Province/State - Province ou état</b>	
		<b>Country - Pays</b>	
<b>B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE</b>			
<input type="checkbox"/> <b>Male / Homme</b> <input type="checkbox"/> <b>Female / Femme</b>		<b>Height - Grandeur</b>	
		<b>Weight - Poids</b>	
		<b>Eye color - Couleur des yeux</b>	
		<b>Hair color - Couleur des cheveux</b>	
<b>C. ADDRESS - ADRESSE</b>			
<b>Street - Rue</b>		<b>City/Town - Ville ou municipalité</b>	
		<b>Province</b>	
		<b>Postal Code - Code postal</b>	
		<b>Telephone number - Numéro de téléphone</b> <b>Home - Domicile</b> <b>Work - Bureau</b>	
<b>Representing (name of company/organization) - Représentant (nom de la compagnie ou de l'organisation)</b>			
<b>D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX</b>			
<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? / 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?</b>			
<input type="checkbox"/> <b>Yes / Oui</b>		<input type="checkbox"/> <b>No / Non</b>	
<b>Do you personally know of any person incarcerated in a correctional facility? / Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?</b>			
<input type="checkbox"/> <b>Yes / Oui</b>		<input type="checkbox"/> <b>No / Non</b>	
<b>Do you have any reason to believe coming into contact with this person could pose a risk to you or your personal safety? / 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?</b>			
<input type="checkbox"/> <b>Yes / Oui</b>		<input type="checkbox"/> <b>No / Non</b>	
<b>Are you related/associated to an inmate or an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?</b>			
<input type="checkbox"/> <b>Yes / Oui</b>		<input type="checkbox"/> <b>No / Non</b>	
<b>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>			
<b>E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.) / (Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)</b>			
<b>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 reconnais 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. / NOTE: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passer peut être émis aux demandeurs dont la demande d'accès est approuvée.</b>			
<b>Applicant's signature - Signature du demandeur</b>		<b>Date (Y/YAA-MM-DD)</b>	
<b>F. FOR OFFICE USE ONLY - RÉSERVÉ AU SOC</b> <b>Reason for clearance - Motif justifiant la demande d'accès</b>			
<b>Department making the request (please print) / Unité qui soumet la demande (en lettres majuscules s.v.p.)</b>		<b>Signature of Division Head / Signature du chef de la division</b>	
		<b>Date (Y/YAA-MM-DD)</b>	
<input type="checkbox"/> <b>No criminal record / Aucun casier judiciaire</b>		<input type="checkbox"/> <b>A possible criminal record if: / Numéro du casier judiciaire possible :</b>	
		<b>Last entry: / Dernière entrée :</b>	
<input type="checkbox"/> <b>An outstanding warrant/charge held by: / Auteurs du mandat non exécuté/accusation en instance :</b>			
<b>SIGNATURES</b>			
<input type="checkbox"/> <b>Approved / Approuvée</b>		<input type="checkbox"/> <b>Not approved / Non approuvée</b>	
<b>Security Intelligence Officer / Agent de renseignements de sécurité</b>		<b>The individual has been advised. - Le demandeur a été informé de la décision.</b>	
<b>Date (Y/YAA-MM-DD)</b>		<b>By: / Par:</b>	
		<b>Yes / Oui</b> <b>No / Non</b>	
<b>Institutional Head / Directeur de l'établissement</b>		<b>Visit Review Board / Comité des visites</b>	
<b>Date (Y/YAA-MM-DD)</b>		<b>Date (Y/YAA-MM-DD)</b>	



## ANNEX «D»

### Various Delivery address for Correctional Service Canada

<b>DELIVERY CSC - (Various institutions)</b>	
<b>Delivery address</b>	<b>Delivery hours* and other details</b>
<b>Montée St-François Institution</b> 600, Montée St-François Laval (Québec) H7C 1S5	Monday to Friday, between 7:30am and 11:00am and between 01:00pm and 03:00pm.
<b>Federal Training Center</b> 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:00pm. <b><u>IMPORTANT:</u></b> Vehicles making delivery must not exceed 13' in height
<b>Leclerc Institution</b> 400, Montée St-François Laval (Québec) H7C 1S7	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:00pm.
<b>Ste-Anne-des-Plaines Institution</b> 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:00pm.
<b>Archambault Institution</b> 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:00pm.
<b>Regional receiving Center</b> 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:00pm.

## ANNEX «D»

<b>Joliette Institution</b> 400, Marsolais Joliette (Québec) J6E 8V4	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:00pm.
<b>Cowansville Institution</b> 400, Fordyce Cowansville (Québec) J2K 3N7	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:00pm. <b><u>IMPORTANT:</u></b> The pallets must not exceed five (5) feet in height, including the thickness of the pallet.
<b>Drummond Institution</b> 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 4T5	Monday to Friday, between 8:45am and 11:00am & between 01:00pm and 03:30pm. <b><u>IMPORTANT:</u></b> Deliverers must be registered in advance in the system for institutional access.
<b>Donnacona Institution</b> 1537, route 138 Donnacona (Québec) G3M 1C9	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:00pm
<b>LaMacaza Institution</b> 321 Chemin de l'Aéroport La Macaza, Qc JOT 1R0	Monday to Friday, between 8:00am and 11:00am & between 01:30pm and 03:00pm
<b>Port-Cartier Institution</b> 1, Rue de l'Aéroport Port-Cartier (Québec) G5B 2W2	Monday to Friday, between 8:00am and 11:00am & between 01:00pm and 03:30pm

**CONSTRUCTION CORCAN -**  
246 MONTEE GAGNON  
STE-ANNE-DES-PLAINES, QUEBEC  
J0H 1H0

**CONSTRUCTION CORCAN**  
190 MONTEE ST-FRANCOIS  
LAVAL, QUEBEC  
H7C 1S5

**\* Excluding holidays**

**ANNEX «E»****QUARTERLY REPORT - (model)****1st quarter: July 1st, 2013 to September 30th, 2013**

RMSO	Firm name	Departments	Qty of order	Total Value Per dept.	Total Value Per period
E6MON-120003/A	XXXX	DND-Mtl	10	10,000\$	
		DND-Valcartier	12	5,000\$	15,000\$
		SCC- Laval	15	20,000\$	
		SCC-Drummond	08	33,400 \$	53,400\$
				CUMULATIVE:	68,400\$

Solicitation No. - N° de l'invitation

E6MON-120003/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta560

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E6MON-12-0003

MTA-2-35339

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## **ANNEX « F »**

### **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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