

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
BFC Bagotville, CP 380
CFB Bagotville, PO Box 380
Bâtiment 71, local 115
Building 71, Room 115
Alouette
Quebec
G0V1A0

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Repair and after clothing	
Solicitation No. - N° de l'invitation W0138-120038/A	Date 2012-09-17
Client Reference No. - N° de référence du client W12-0363	
GETS Reference No. - N° de référence de SEAG PW-\$BAL-002-14835	
File No. - N° de dossier BAP-2-35374 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-12	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Larouche, Denise	Buyer Id - Id de l'acheteur bal002
Telephone No. - N° de téléphone (418) 677-4000 (4137)	FAX No. - N° de FAX (418) 677-3288
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE 3E ESCADRE BAGOTVILLE ATTN: BÂTIMENT 225 ALOUETTE Québec G0V1A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

TPSGC/PWGSC
BFC Bagotville, CP 380
CFB Bagotville, PO Box 380
Bâtiment 71, local 115
Building 71, Room 115
Alouette
Québec
G0V1A0

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

«REMOVAL OF SNOW AT THE PORT OF MATANE»**TABLE OF CONTENTS****PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Code of conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses

List of Annexes:

Annex A Part I - Statement of needs & Part II Basis of payment

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of work:

The services of one seamstress is required to repair and alter clothing for the Department of National Defence (DND), in accordance with the requirement at Annex "A" attached hereto and forming part of this Request for Proposal.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012/07/11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 – Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 – Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

2. Submission of Bids

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

Your tender can be transmitted by fax to: **#418-677-3288** or by mail to the following address:

Bid Receiving Unit: Public Works and Government Services Canada
CFB Bagotville, PO Box 380
Building 71, Local 115
Alouette, Quebec
G0V 1A0

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Québec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

➔ Bidders must complete and include "Annex "A" Basis of Payment on page 19 of the present.

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

1.1 Technical Evaluation

«IMPORTANT»

1.1.1 Mandatory Technical Criteria of closing date

a) Mandatory requirements:

- 1) The proposed contractor must have a seamstress diploma recognized by the province of Quebec and have acquired a minimum of three (3) years of experience in clothing repair and alteration during the last five (5) years;

or

- 2) A minimum of five (5) years of experience in clothing repair and alteration during the last five years;

or

- 3) To be familiar with the Canadian Forces dress regulation no. A-AD-265-000/AG-001 and a minimum of one (1) year of experience in clothing repair and alteration during the last five (5) years.

Take note: Sewing performed at home will not be recognized as the experience required in this request.

➔ In order to demonstrate that the proposed personnel possess the qualifications specified above, bidders must provide:

- detailed resumes for each person proposed stating the individual's education, work history and other relevant details which clearly indicate that the individual meets the qualifications. Failure to provide sufficient details may result in your bid being evaluated as non-responsive;
- et**
- a list of relevant projects, including a brief description of the project, the responsibilities of each of the personnel proposed, the project duration, the dollar value and the name and phone number of the client from whom the work was done.

1.2 Financial Evaluation

SACC Manual Clause A0222T (11/01/10), Evaluation of Price

2. Basis of Selection - Mandatory Technical Criteria Only

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Code of Conduct Certifications – Certifications Required Precedent to Contract Award

- ➔ Bidders should provide, with their bids or promptly thereafter, **a complete list of names of all individuals who are currently directors of the Bidder**. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive. **(See attached list for examples only)**

2 Federal Contractors Program - over \$25,000 and below \$200,000

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

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

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

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

3. Former Public Servant Certification

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

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

SACC Manual clause

A3010T - (2010/08/16), Education and Experience

A3050T - (2008/05/12), Canadian Content Definition

4. Canadian Content Certification

“Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame withi which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will tender the bid non-responsive”

This procurement is limited of Canadian services.

The Bidder certifies that

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The services of one seamstress is required to repair and after clothing for the Department of National Defence (DND), in accordance with the requirement at Annex "A" attached hereto and forming part of this Request for Proposal.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2012/07/16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

3.2 SACC Manual Clauses

SACC Reference

A7017C (12/05/08) - Replacement of Specific Individual

3.3 Employer/Employee Relationship

This is a Contract for the performance of a service, and the Contractor is engaged as an independent Contractor for the sole purpose of providing a service. Neither the Contractor nor any of its personnel is engaged as an employee servant or agent of Canada.

The Contractor further agrees to be solely responsible for any and all payments and/or deductions required to be made respecting Unemployment Insurance, Workmen's Compensation, Income Tax or other such payment deductions falling within this particular category.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from November 1st, 2012 to October 31, 2013 inclusive with two (2) years in option.

4.1.1 Option to Extend the Contract

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

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Larouche

Title: Supply Officer

Public Works and Government Services Canada

Telephone: (418)677-4000 ext. 4137

Facsimile: (418)677-3288

E-mail address: denise.larouche@tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority - DND (Client Contact to be specify in the Contract by PWGSC)

Name: _____
Address: _____
Telephone : _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name and telephone number of the person responsible for:

(a) Contract Manager:

Name: _____
Title: _____
Telephone: _____
Facsimile: _____
E-mail: _____

(b) Services Follow-up:

Name: _____
Title: _____
Telephone: _____
Facsimile: _____
E-mail: _____

6. Payment

6.1 Basis of Payment

Basis of Payment - Firm Price of lots

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

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

6.2 SACC Manual Clauses

A9117C (30/11/07), T1204 - Direct Request by Customer Department

C0711C (12/05/08), Time Verification

C6000C (16/05/11), Limitation of price

H1001C (12/05/08), Multiple Payments

7. Invoicing Instructions

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

8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (16/07/12), General Conditions - Services (Medium Complexity) apply to and form part of the Contract
- (c) Annex A, Part I - Statement of requirement & Part II. Basis of payment;
- (d) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

11. SACC Manual clause

A9006C (16/07/12) Defence Contract

A9062C (16/05/11) Canadian Forces Sites Regulations

G1005C (12/05/08) Insurance

ANNEX “A” Part I - Statement of requirement & Part II - Basis of payment

ANNEX A

PART I - STATEMENT OF NEEDS

1. Detailed description of needs

a. Room

A 14' X 28' room including a fitting room located in building 86 of the supply squadron shall be made available free of charge to the seamster/seamstress. The room also includes a desk, two or three chairs, and a telephone. The room and the hours of work shall be strictly reserved for work performed for DND;

b. Equipement

The equipment required to do the work, ie, industrial sewing machines, a computer-programmed automatic embroidery machine, scissors, ironing boards, irons, seam rippers and measuring tape, shall also be provided by DND;

c. Supplies

DND agrees to provide material such as fabric, zippers, colour thread, buttons, Velcro and all other related material;

d. Work schedule

The work schedule shall be between 7:00 am and 4:00 pm and distributed according to immediate needs. The contractor must work up to 40 hours per week as required.

e. Altering/repairing/tailoring as requested

- Altering or repairing military clothing;
- Tailoring or altering military armlets and epaulettes;
- Altering all maternity and custom-size clothing;
- Alterations and repairs apply only to official Canadian Forces clothing;
- All alterations and repairs must be done properly;

Note: All work done on clothing is subject to inspection by the DND technical authority or his/her representative. If alterations or repairs do not meet requirements, the piece on which the alterations or repairs were made shall be redone at the contractor's expense.

ANNEX A

PART I - STATEMENT OF NEEDS

f. Apperance and behaviour

The seamster/seamstress must behave in a socially acceptable manner and maintain a tidy appearance;

g. Compliance

All detailed work such as sewing ranks, badges, wings, names, and medal ribbons onto lothing must meet the standards set out in A-Ad-265-000/AG-001.

This document may be consulted upon request at the supply squadron clothing store;

h. Work order

No modification or addition shall be made to the work order without the authorization of the on-site supervisor or his/her representative.

ANNEX A

PART II - BASIS OF PAYMENT

☞ Please indicate your hourly rate ofr each of the option years in the table below:

- The hourly rate applies to productive time on site at 3 Wing Bagotville.

Contract period November 1, 2012 to Octobre 31, 2013:	Contract period November 1, 2013 to Octobre 31, 2014:	Contract period November 1, 2014 to Octobre 31, 2015:
Seamster/Seamstress Monday To Friday: Regular hours(\$)	Seamster/Seamstress Monday To Friday: Regular hours(\$)	Seamster/Seamstress Monday To Friday: Regular hours(\$)
→ \$_____/ per hour	→ \$_____/per hour	→ \$_____/per hour
<p><u>Important:</u></p> <p>a) No work shall be carried out during holiday periods and on public holidays;</p> <p>b) The various work described inthe preceding pages shall take approximately 40 hours per week. This numger is only an approximation of the needs and is put forward in good faith. Canada is not obliged to pay this estimated number of hours;</p> <p>c) The client guarantees a minimum of 20 paid hours per week (excluging the holiday season);</p> <p>d) You must provide a detailed time sheet for service performed per day with your invoice;</p> <p>e) Frequendy of invoices and payment: Invoices may be issued every week. An invoice shall be paid 30 days after it is issued.</p> <p>f) In the event of two identical proposals, the contractor with the most experience shall be awarded the contract.</p>		

→ REF. 1. Code of conduct Certifications (a) & (b) “for example only”

COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE
BIDDER'S BOARD OF DIRECTORS

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS
