

**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><br>OàC-Produits d'hygiène personnelle  |   |
| <b>Solicitation No. - N° de l'invitation</b><br>21301-131075/A  | <b>Date</b><br>2012-08-31                                       |
| <b>Client Reference No. - N° de référence du client</b><br>21301-131075   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$MTA-380-12139 |
| <b>File No. - N° de dossier</b><br>MTA-2-35058 (380)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                          |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2012-10-15</b>  |   |
| <b>Delivery Required - Livraison exigée</b><br>.  |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Robichaud, Louis-G. a.   | <b>Buyer Id - Id de l'acheteur</b><br>mta380                    |
| <b>Telephone No. - N° de téléphone</b><br>(514)496-3842 ( )   | <b>FAX No. - N° de FAX</b><br>(514)496-3822                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>SERVICE CORRECTIONNEL DU CANADA<br>TOUS LES ÉTABLISSEMENTS DU QUÉBEC<br>(VOIR LISTE COMPLÈTE L'ANNEXE A)<br>Canada |   |
| <b>Security - Sécurité</b><br>This request for a Standing Offer does not include provisions for security.<br>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><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <br><br><br><br><br><br><br><br><br><br>   |  |
| <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><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br/>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            | <p>OàC-Produits d'hygiène personnelle</p> <p>Demande d'offre à commandes individuelle régionale</p> <p>Produits d'hygiène personnelle</p> <p>Fournir au fur à mesure des besoins.</p> <ul style="list-style-type: none"> <li>• Période 1 an ferme et 2 années d'option soit: 2012-11-23 au 2013-11-30</li> <li>1 er année d'option 2013-12-01 au 2014-11-30</li> <li>2 ième année d'option 2014-12-2014 au 2015-11-30</li> </ul> <ul style="list-style-type: none"> <li>• Voir les documents ci-joints: Annexe A: Liste des établissements du Québec</li> <li>Annexe B: Liste des produits d'hygiène personnelle</li> </ul> | 21301            | 21301           | 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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:  
7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  
7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

Annex A - Special conditions

Annex B - Basis of Payment/Pricing

Annex C - Delivery (Various Institutions)

Annex D - List of individual on the bidders board of directors and form pwgsc 229

## 1.2. Summary

Request for regional standing offer (RISO) to provide on an as needed basis of personal hygiene products to various sites of the Correctionnal Services Canada in the province of Quebec.

**Pursuant to section 01 of Standard Instructions 2006, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.**

The requirement is subject to the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

## 1.3. Security Requirement

There is no security requirement associated with the requirement of the Standing Offer.

## 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 (2012-07-11) 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.

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## 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.

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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. **(See Annex)**
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical evaluation

See Annex B

#### 4.1.2 Financial Evaluation

The financial offer must comply with Annex B, Basis of payment

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.

### 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 with the lowest evaluated price on an aggregate basis will be recommended for issuance of a standing offer.

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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. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229) **See Annex**, for each individual named in the list.

## 5.2. 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 less

#### Federal Contractors Program for Employment Equity - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program for Employment Equity (FCP-EE) and have been declared ineligible contractors by Human Resources and Social 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 Contract 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-EE for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors will be declared non-responsive.

The Bidder certifies its status with the FCP-EE, as follows:

The Bidder

- (a) ( ) is not subject to the FCP-EE, having a workforce of less than 00 permanent full time, part-time or temporary employees in Canada,
- (b) ( ) is not subject to the FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full time, part-time or temporary employees 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-EE is available on the following HRSDC Web site: <http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml> .

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## **PART 6 - INSURANCE REQUIREMENTS**

The Contractor must comply with the insurance requirements specified hereunder . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## 7 - 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, B.

#### 2. Security Requirement

There is no security requirement associated with the requirement of the Standing Offer.

#### 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 (2012-07-16)** 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 **one year after the awarding date. Plus 2 optionals years**

#### 5. Authorities

##### 5.1 Standing Offer Authority

The Standing Offer Authority for the Standing Offer is:

Louis-Georges Robichaud  
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) 496-3842  
Facsimile: (514) 496-3822  
E-mail address: louis-georges.robichaud@tpsgc-pwgsc.gc.ca

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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 Procedures

The call-up procedures require that when a requirement is identified, the authorized call-up authority shall approach the offeror with the lowest evaluated standing offer to determine if the requirement can be satisfied by that offeror. If the offeror with the lowest evaluated price is able to meet the requirement, the call-up is made against its standing offer. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror of the next ranked SO. The authorized call-up authority will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the 'right of first refusal' basis. Where the offeror with the lowest evaluated price is unable to fulfil the need, the authorized call-up authority is required to document his/her file appropriately.

The resulting call-ups are nonetheless considered competitive and the competitive call-up authorities can be Used.

## 8. 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", etc.) or electronic document.

## 9. Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$ 5000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. Limitation of Expenditure

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.

## 11. Priority of Documents

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Good or Services
- (d) the general conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity)
- (e) Annex A - Special conditions
- (f) Annex B - Basis of Payment/Pricing
- (g) Annex C - Institutions list to be supply
- (h) Annex D - Complete list bidder's board of directors
- (g) the Offeror's offer \_\_\_\_\_, (*insert date of the offer*)

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## **12. Certifications**

### **12.1 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.

## **13. 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**

**2010A (2012-07-16)** General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

#### **Interest on Overdue Accounts**

Section 13 Interest on Overdue Accounts, of 2010C (2012-07-16) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards at point of sale.

### **3. Term of Contract**

#### **3.1 Delivery Date**

The Work must be completed in accordance with the call-up against the Standing Offer and **within 24 hours of receipt** of clothing

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## 4. Payment

### 4.1 SACC Manual Clauses

| <b>SACC Reference</b> | <b>Section</b>                          | <b>Date</b> |
|-----------------------|---|-------------|
| 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    |

### 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

| <b>SACC Reference</b> | <b>Section</b>              | <b>Date</b> |
|-----------------------|-----------------------------|-------------|
| A9068C                | Government Site Regulations | 11/01/10    |
| B7500C                | Excess Goods                | 16/06/06    |

Annex A  
RISO Personal Hygiene Products  
Special Conditions

1. Order management:

1.1 Item shortages following an order must be managed by the firm holding the standing offer.

1.2 Delivery must take place to comply with the delivery date shown on the purchase order. Usually within 5 working days.

1.3 Emergency orders must be delivered within 72 hours of receiving the order.

2. Delivery management:

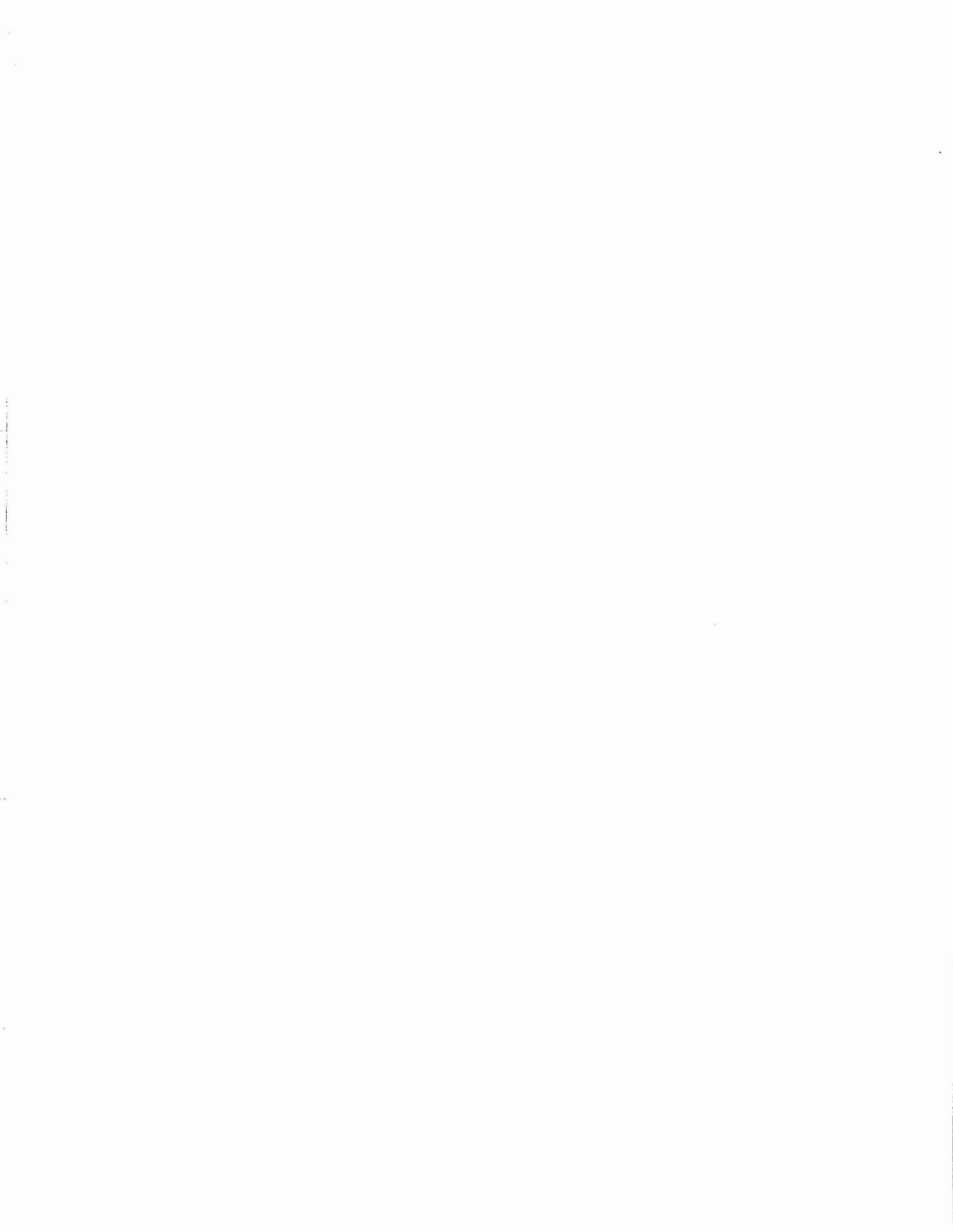
2.1 No delivery fee or fuel surcharge may be added. The prices submitted in Annex B include transportation.

2.2 There is no delivery minimum.

2.3 If there are any doubts, a security check on the driver may be requested in order for the latter to carry out deliveries. When necessary, the "Institution Access, CPIC Clearance Request" form shall be given out.

2.4 Note that there may be a waiting period before entering and leaving the penitentiary.

2.5 The vehicle may be searched before entering and leaving the penitentiary.



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 MTA-2-35058

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

| <b>CSC- Personal hygiene</b>  |   |  |                         |                          |                           |  |                       |              |
|---|---|--|-------------------------|--------------------------|---------------------------|--|-----------------------|--------------|
| <b>Appendix B - Basis of payment</b>                                      |   |  |                         |                          |                           |  |                       |              |
| <b>21301-13-1811075</b>   |   |  |                         |                          |                           |  |                       |              |
| <b>For the period of: <u>September 23, 2012 to September 30, 2013</u></b> |   |  |                         |                          |                           |  |                       |              |
| <b>NO.<br/>ITEM.</b>  | <b>DESCRIPTION</b>  | <b>APPROX.<br/>QTY FOR<br/>(12)<br/>MONTHS</b> |                         |                          |                           |  | <b>UNIT<br/>PRICE</b> | <b>M. U.</b> |
|   | <b>CSC- Personal hygiene</b>  |  | <b>Product<br/>code</b> | <b>Offered<br/>brand</b> | <b>Offered<br/>format</b> |  |                       |              |
| <b>1</b>  | <b>Dental adhesive<br/>FORMAT: 2 oz/item, 36<br/>units/box</b>  | <b>17</b>                                      |                         |                          |                           |  | <b>BOX</b>            |              |
| <b>2</b>  | <b>Denture cup with cover,<br/>polygon shape, max.<br/>height 2" 1/2, max. width<br/>4"<br/>FORMAT: 25 units/bag</b>  | <b>21</b>                                      |                         |                          |                           |  | <b>BAG</b>            |              |
| <b>3</b>  | <b>Hairbrush with plastic<br/>handle 5" to 6" long,<br/>standard bristles<br/>FORMAT: 12 units/box</b>  | <b>3</b>                                       |                         |                          |                           |  | <b>BOX</b>            |              |
| <b>4</b>  | <b>Toothbrush, adult, nylon,<br/>handle 4" long,<br/>individually packaged, 39<br/>bristle. Handle must have<br/>spatula shape.<br/>FORMAT: 144 units/box</b> | <b>36</b>                                      |                         |                          |                           |  | <b>BOX</b>            |              |

Solicitation No. - N° de l'invitation  
 21301-131075/A  
 Client Ref. No. - N° de réf. du client  
 MTA-2-35058

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

|    |  |     |  |  |  |  |            |
|----|--|-----|--|--|--|--|------------|
| 5  | <b>Toothbrush, adult, nylon, handle 6" to 6.5" long, 39 bristles, individually packaged<br/>FORMAT: 576 units/box</b>              | 84  |  |  |  |  | <b>BOX</b> |
| 6  | <b>Denture brush, adult, medium nylon bristles, handle 4.5" long, individually packaged, 30 bristle.<br/>FORMAT: 144 units/box</b> | 5   |  |  |  |  | <b>BOX</b> |
| 7  | <b>White toothpaste alcohol free with floride. D.I.N. Obligatory<br/>Size: Transparent tube, 18 ml / FORMAT: 720 units/box</b>     | 30  |  |  |  |  | <b>BOX</b> |
| 8  | <b>White toothpaste alcohol free with floride. D.I.N. Obligatory Size:<br/>Transparent tube, 75 ml / FORMAT: 144 units/box</b>     | 107 |  |  |  |  | <b>BOX</b> |
| 9  | <b>Stick deodorant, alcohol free, 1.5 ounce transparent stick<br/>FORMAT: 144 units/box</b>  | 91  |  |  |  |  | <b>BOX</b> |
| 10 | <b>Shaving gel, clear, in transparent tube, 85 ml.<br/>FORMAT: 144 units/box</b>   | 99  |  |  |  |  | <b>BOX</b> |

Solicitation No. - N° de l'invitation  
 21301-131075/A  
 Client Ref. No. - N° de réf. du client  
 MTA-2-35058

Amnd. No. - N° de la modif.  
 File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

|    |  |     |  |  |  |  |     |
|----|--|-----|--|--|--|--|-----|
| 11 | Denture cleaning tablets, alcohol free.<br>FORMAT: 90 units/box  | 67  |  |  |  |  | BOX |
| 12 | 5" pocket comb, black plastic<br>FORMAT: 100 units/box   | 47  |  |  |  |  | BOX |
| 13 | Plastic soapdish of rectangular shape, max height of 2", max width of 4" and max lenght of 2 1/2"<br>FORMAT: 648 units/box           | 20  |  |  |  |  | BOX |
| 14 | Disposable razor, double bladed, stainless steel, sharp one side<br>FORMAT: 576 units/box  | 101 |  |  |  |  | BOX |
| 15 | Disposable razor, triple bladed, stainless steel, sharp one side (blades have to resist to 1 month of usage)<br>FORMAT: 500 units/cs | 44  |  |  |  |  | CS  |
| 16 | Bar soap, 85 gr (3 ounces), unpackaged. Standard CGSB-2.5-93<br>FORMAT: 144 units/cs   | 179 |  |  |  |  | CS  |

Solicitation No. - N° de l'invitation  
21301-131075/A  
Client Ref. No. - N° de réf. du client  
MTA-2-35058

Amd. No. - N° de la modif.  
File No. - N° du dossier  
21301-131075

Buyer ID - Id de l'acheteur  
mta380  
CCC No./N° CCC - FMS No./N° VME

|           |   |           |  |  |  |  |           |
|-----------|---|-----------|--|--|--|--|-----------|
| <b>17</b> | <b>Shampoo for normal hair,<br/>10ml<br/>FORMAT: 144/cs</b>                       | <b>44</b> |  |  |  |  | <b>CS</b> |
| <b>18</b> | <b>Sanitary napkins, super<br/>absorbancy with wings<br/>FORMAT: 500 units/cs</b> | <b>40</b> |  |  |  |  | <b>CS</b> |

Solicitation No. - N° de l'invitation  
 21301-131075/A  
 Client Ref. No. - N° de réf. du client  
 MTA-2-35058

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

| <b>CSC- Personal hygiene</b>   |   |  |                         |                          |                           |  |                       |              |
|--|---|--|-------------------------|--------------------------|---------------------------|--|-----------------------|--------------|
| <b>Appendix B - Basis of payment</b>                                   |   |  |                         |                          |                           |  |                       |              |
| <b>21301-13-1811075</b>  |   |  |                         |                          |                           |  |                       |              |
| <b>For the period of: <u>October 1, 2013 to September 30, 2014</u></b> |   |  |                         |                          |                           |  |                       |              |
| <b>NO.<br/>ITEM.</b>   | <b>DESCRIPTION</b>  | <b>APPROX.<br/>QTY FOR<br/>(12)<br/>MONTHS</b> |                         |                          |                           |  | <b>UNIT<br/>PRICE</b> | <b>M. U.</b> |
|  | <b>CSC- Personal hygiene</b>  |  | <b>Product<br/>code</b> | <b>Offered<br/>brand</b> | <b>Offered<br/>format</b> |  |                       |              |
| <b>1</b>   | <b>Dental adhesive<br/>FORMAT: 2 oz/item, 36<br/>units/box</b>  | <b>17</b>                                      |                         |                          |                           |  | <b>BOX</b>            |              |
| <b>2</b>   | <b>Denture cup with cover,<br/>polygon shape, max.<br/>height 2" 1/2, max. width<br/>4"<br/>FORMAT: 25 units/bag</b>  | <b>21</b>                                      |                         |                          |                           |  | <b>BAG</b>            |              |
| <b>3</b>   | <b>Hairbrush with plastic<br/>handle 5" to 6" long,<br/>standard bristles<br/>FORMAT: 12 units/box</b>  | <b>3</b>                                       |                         |                          |                           |  | <b>BOX</b>            |              |
| <b>4</b>   | <b>Toothbrush, adult, nylon,<br/>handle 4" long,<br/>individually packaged, 39<br/>bristle. Handle must have<br/>spatula shape.<br/>FORMAT: 144 units/box</b> | <b>36</b>                                      |                         |                          |                           |  | <b>BOX</b>            |              |

Solicitation No. - N° de l'invitation  
 21301-131075/A  
 Client Ref. No. - N° de réf. du client  
 MTA-2-35058

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

|    |  |     |  |  |  |  |            |
|----|--|-----|--|--|--|--|------------|
| 5  | <b>Toothbrush, adult, nylon, handle 6" to 6.5" long, 39 bristles, individually packaged<br/>FORMAT: 576 units/box</b>              | 84  |  |  |  |  | <b>BOX</b> |
| 6  | <b>Denture brush, adult, medium nylon bristles, handle 4.5" long, individually packaged, 30 bristle.<br/>FORMAT: 144 units/box</b> | 5   |  |  |  |  | <b>BOX</b> |
| 7  | <b>White toothpaste alcohol free with floride. D.I.N. Obligatory<br/>Size: Transparent tube, 18 ml / FORMAT: 720 units/box</b>     | 30  |  |  |  |  | <b>BOX</b> |
| 8  | <b>White toothpaste alcohol free with floride. D.I.N. Obligatory Size: Transparent tube, 75 ml /<br/>FORMAT: 144 units/box</b>     | 107 |  |  |  |  | <b>BOX</b> |
| 9  | <b>Stick deodorant, alcohol free, 1.5 ounce transparent stick<br/>FORMAT: 144 units/box</b>  | 91  |  |  |  |  | <b>BOX</b> |
| 10 | <b>Shaving gel, clear, in transparent tube, 85 ml.<br/>FORMAT: 144 units/box</b>   | 99  |  |  |  |  | <b>BOX</b> |

Solicitation No. - N° de l'invitation  
 21301-131075/A  
 Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

|    |  |     |  |  |  |  |     |
|----|--|-----|--|--|--|--|-----|
| 11 | Denture cleaning tablets,<br>alcohol free.<br>FORMAT: 90 units/box   | 67  |  |  |  |  | BOX |
| 12 | 5" pocket comb, black<br>plastic<br>FORMAT: 100 units/box  | 47  |  |  |  |  | BOX |
| 13 | Plastic soapdish of<br>rectangular shape, max<br>height of 2", max width of<br>4" and max length of 2<br>1/2"<br>FORMAT: 648 units/box           | 20  |  |  |  |  | BOX |
| 14 | Disposable razor, double<br>bladed, stainless steel,<br>sharp one side<br>FORMAT:<br>576 units/box   | 101 |  |  |  |  | BOX |
| 15 | Disposable razor, triple<br>bladed, stainless steel,<br>sharp one side (blades<br>have to resist to 1 month<br>of usage) FORMAT: 500<br>units/cs | 44  |  |  |  |  | CS  |
| 16 | Bar soap, 85 gr (3<br>ounces), unpackaged.<br>Standard CGSB-2.5-93<br>FORMAT: 144 units/cs   | 179 |  |  |  |  | CS  |

Solicitation No. - N° de l'invitation  
21301-131075/A  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
21301-131075

Buyer ID - Id de l'acheteur  
mfa380  
CCC No./N° CCC - FMS No./N° VME

|           |   |           |  |  |  |  |           |
|-----------|---|-----------|--|--|--|--|-----------|
| <b>17</b> | <b>Shampoo for normal hair,<br/>10ml<br/>FORMAT: 144/cs</b>                       | <b>44</b> |  |  |  |  | <b>CS</b> |
| <b>18</b> | <b>Sanitary napkins, super<br/>absorbancy with wings<br/>FORMAT: 500 units/cs</b> | <b>40</b> |  |  |  |  | <b>CS</b> |

Solicitation No. - N° de l'invitation  
 21301-131075/A  
 Client Ref. No. - N° de réf. du client  
 MTA-2-35058

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

| <b>CSC- Personal hygiene</b>   |   |  |                         |                          |                           |  |                       |              |
|--|---|--|-------------------------|--------------------------|---------------------------|--|-----------------------|--------------|
| <b>Appendix B - Basis of payment</b>                                   |   |  |                         |                          |                           |  |                       |              |
| <b>21301-13-1811075</b>  |   |  |                         |                          |                           |  |                       |              |
| <b>For the period of: <u>October 1, 2014 to September 30, 2015</u></b> |   |  |                         |                          |                           |  |                       |              |
| <b>NO.<br/>ITEM.</b>   | <b>DESCRIPTION</b>  | <b>APPROX.<br/>QTY FOR<br/>(12)<br/>MONTHS</b> |                         |                          |                           |  | <b>UNIT<br/>PRICE</b> | <b>M. U.</b> |
|  | <b>CSC- Personal hygiene</b>  |  | <b>Product<br/>code</b> | <b>Offered<br/>brand</b> | <b>Offered<br/>format</b> |  |                       |              |
| <b>1</b>   | <b>Dental adhesive<br/>FORMAT: 2 oz/item, 36<br/>units/box</b>  | <b>17</b>                                      |                         |                          |                           |  | <b>BOX</b>            |              |
| <b>2</b>   | <b>Denture cup with cover,<br/>polygon shape, max.<br/>height 2" 1/2, max. width<br/>4"<br/>FORMAT: 25 units/bag</b>  | <b>21</b>                                      |                         |                          |                           |  | <b>BAG</b>            |              |
| <b>3</b>   | <b>Hairbrush with plastic<br/>handle 5" to 6" long,<br/>standard bristles<br/>FORMAT: 12 units/box</b>  | <b>3</b>                                       |                         |                          |                           |  | <b>BOX</b>            |              |
| <b>4</b>   | <b>Toothbrush, adult, nylon,<br/>handle 4" long,<br/>individually packaged, 39<br/>bristle. Handle must have<br/>spatula shape.<br/>FORMAT: 144 units/box</b> | <b>36</b>                                      |                         |                          |                           |  | <b>BOX</b>            |              |

Solicitation No. - N° de l'invitation  
 21301-131075/A  
 Client Ref. No. - N° de réf. du client  
 MTA-2-35058

Amd. No. - N° de la modif.

File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

|    |  |     |  |  |  |  |            |
|----|--|-----|--|--|--|--|------------|
| 5  | <b>Toothbrush, adult, nylon, handle 6" to 6.5" long, 39 bristles, individually packaged<br/>FORMAT: 576 units/box</b>              | 84  |  |  |  |  | <b>BOX</b> |
| 6  | <b>Denture brush, adult, medium nylon bristles, handle 4.5" long, individually packaged, 30 bristle.<br/>FORMAT: 144 units/box</b> | 5   |  |  |  |  | <b>BOX</b> |
| 7  | <b>White toothpaste alcohol free with floride. D.I.N. Obligatory<br/>Size: Transparent tube, 18 ml / FORMAT: 720 units/box</b>     | 30  |  |  |  |  | <b>BOX</b> |
| 8  | <b>White toothpaste alcohol free with floride. D.I.N. Obligatory Size: Transparent tube, 75 ml /<br/>FORMAT: 144 units/box</b>     | 107 |  |  |  |  | <b>BOX</b> |
| 9  | <b>Stick deodorant, alcohol free, 1.5 ounce transparent stick<br/>FORMAT: 144 units/box</b>  | 91  |  |  |  |  | <b>BOX</b> |
| 10 | <b>Shaving gel, clear, in transparent tube, 85 ml.<br/>FORMAT: 144 units/box</b>   | 99  |  |  |  |  | <b>BOX</b> |

Solicitation No. - N° de l'invitation  
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Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 21301-131075

Buyer ID - Id de l'acheteur  
 mta380  
 CCC No./N° CCC - FMS No./N° VME

|    |  |     |  |  |  |  |     |
|----|--|-----|--|--|--|--|-----|
| 11 | Denture cleaning tablets,<br>alcohol free.<br>FORMAT: 90 units/box   | 67  |  |  |  |  | BOX |
| 12 | 5" pocket comb, black<br>plastic<br>FORMAT: 100 units/box  | 47  |  |  |  |  | BOX |
| 13 | Plastic soapdish of<br>rectangular shape, max<br>height of 2", max width of<br>4" and max length of 2<br>1/2"<br>FORMAT: 648 units/box           | 20  |  |  |  |  | BOX |
| 14 | Disposable razor, double<br>bladed, stainless steel,<br>sharp one side<br>FORMAT: 576 units/box  | 101 |  |  |  |  | BOX |
| 15 | Disposable razor, triple<br>bladed, stainless steel,<br>sharp one side (blades<br>have to resist to 1 month<br>of usage) FORMAT: 500<br>units/cs | 44  |  |  |  |  | CS  |
| 16 | Bar soap, 85 gr (3<br>ounces), unpackaged.<br>Standard CGSB-2.5-93<br>FORMAT: 144 units/cs   | 179 |  |  |  |  | CS  |

Solicitation No. - N° de l'invitation  
21301-131075/A  
Client Ref. No. - N° de réf. du client  
MTA-2-35058

Amd. No. - N° de la modif.  
File No. - N° du dossier  
21301-131075

Buyer ID - Id de l'acheteur  
mta380  
CCC No./N° CCC - FMS No./N° VME

|           |   |           |  |  |  |  |           |
|-----------|---|-----------|--|--|--|--|-----------|
| <b>17</b> | <b>Shampoo for normal hair,<br/>10ml<br/>FORMAT: 144/cs</b>                       | <b>44</b> |  |  |  |  | <b>CS</b> |
| <b>18</b> | <b>Sanitary napkins, super<br/>absorbancy with wings<br/>FORMAT: 500 units/cs</b> | <b>40</b> |  |  |  |  | <b>CS</b> |

**Appendix C**  
**DELIVERY CSC – (Various Institutions)**  
**21301-13-1811075**  
**PERSONAL HYGIENE PRODUCTS**

| <b>Delivery addresses</b>   | <b>Delivery hours and details</b>   |
|---|---|
| <b>Montée St-François Institution</b><br>600, Montée St-François<br>Laval (Quebec)<br>H7C 1S5             |   |
| <b>Federal Training Center</b><br>205, Montée St-François<br>Laval (Quebec)<br>H7C 1P1                    | <b><u>IMPORTANT:</u></b><br>Vehicules making deliveries to the Federal Training Center must not exceed 11'4" in height. |
| <b>Leclerc Institution</b><br>400, Montée St-François<br>Laval (Quebec)<br>H7C 1S7                        |   |
| <b>Ste-Anne-des-Plaines Institution</b><br>244, Montée Gagnon<br>Ste-Anne-des-Plaines (Quebec)<br>J0N 1H0 |   |
| <b>Archambault Institution</b><br>242, Montée Gagnon<br>Ste-Anne-des-Plaines (Quebec)<br>J0N 1H0          |   |
| <b>Regional Reception Center</b><br>244, Montée Gagnon<br>Ste-Anne-des-Plaines (Quebec)<br>J0N 1H0        |   |

|   |   |
|---|---|
| <p><b>La Macaza Institution</b><br/> 321, Chemin de l'Aéroport<br/> La Macaza (Quebec)<br/> J0T 1R0</p>           |   |
| <p><b>Cowansville Institution</b><br/> 400, Fordyce<br/> Cowansville (Quebec)<br/> J2K 3N7</p>                    | <p><b><u>IMPORTANT:</u></b><br/> Every pallet delivered to the kitchen shall be wrapped in a plastic coating film (Saran Wrap). Furthermore, the pallets must not exceed six (6) feet in height, including the thickness of the pallet.</p> |
| <p><b>Drummondville Institution</b><br/> 2025, boul. Jean-de-Brébeuf<br/> Drummondville (Quebec)<br/> J2B 4T5</p> |   |
| <p><b>Donnacona Institution</b><br/> 1537, route 138<br/> Donnacona (Quebec)<br/> G3M 1C9</p>                     |   |
| <p><b>Port-Cartier Institution</b><br/> 1, chemin de l'Aéroport<br/> Port-Cartier (Quebec)<br/> G5B 2W2</p>       |   |

**APPENDIX D - 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***





| FOR GOVERNMENT USE ONLY<br>POUR USAGE DU GOUVERNEMENT SEULEMENT                                     |  |
|---|--|
| Special Investigations Directorate File No.<br>N° de dossier de la Direction des enquêtes spéciales | Date Received (Y-A M D-J)<br>Date de réception |

## CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.  
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

|          |   |
|----------|---|
| <b>A</b> | <b>PRIVACY ACT STATEMENT<br/>ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS</b> |
|----------|---|

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

|          |   |
|----------|---|
| <b>B</b> | <b>BIOGRAPHICAL INFORMATION - Must be completed by the individual<br/>RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu</b> |
|----------|---|

|  |  |
|--|--|
| Family Name (Last Name) - Nom (de famille)   | Family Name at Birth - Nom de famille à la naissance |
| Full Given Names (No initials) - Prénoms au complet (aucune initiale)  |  |
| All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)<br>Tout autre nom utilisé (tel que nom de jeune fille, noms maritiaux précédents, changement de nom légaux, sobriquets) |  |
| Gender - Sexe<br><input type="checkbox"/> Male<br>Masculin <input type="checkbox"/> Female<br>Féminin  | Date of Birth - Date de naissance (Y-A M D-J)        |

### Current Residential Information Information résidentielle actuelle

|                                  |                         |                             |
|----------------------------------|-------------------------|-----------------------------|
| Apartment No. - N° d'appartement | Street No. - N° civique | Street Name - Nom de la rue |
| City - Ville                     | Province                | Postal Code - Code postal   |

|          |   |
|----------|---|
| <b>C</b> | <b>CONSENT - Must be signed by the individual<br/>CONSENTEMENT - Doit être signé par l'individu</b> |
|----------|---|

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

|                                     |                  |
|-------------------------------------|------------------|
| Signature                           |                  |
| Print Name - Nom en lettres moulées | Date (Y-A M D-J) |

|          |   |
|----------|---|
| <b>D</b> | <b>ADMINISTRATIVE INFORMATION - Internal Government Use Only<br/>RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b> |
|----------|---|

|  |   |
|--|---|
| Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante |   |
| Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat                        | Date of Request (Y-A M D-J)<br>Date de la demande             |
| Requesting Contact Person - Personne-ressource requérante  | Contact Person Tel. No. - N° de tél. de la personne-ressource |