



Solicitation No. - N° de l'invitation

21530-13SC10/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn191

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

21530-13SC10

File No. - N° du dossier

STN-2-35014

CCC No./N° CCC - FMS No/ N° VME

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This bid solicitation cancels and supersedes previous bid solicitation number **21530-13SC10/A** dated **2012 June 05** with a closing of **2012 July 23 at 2:00PM CST**.

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment and any other annexes.

### **2. Summary**

Correctional Service of Canada, CORCAN Industries, Drumheller Institution, Drumheller AB has a requirement for the supply and delivery of Clear Poly Bags as detailed herein as and when requested during the period of the Standing Offer, from the date of issuance to 30 June 2013 with two (2) additional one (1) year option years from 01 July 2013 to 30 June 2014 and 01 July 2014 to 30 June 2015.

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

### **3. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006(2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

#### 1.1 SACC Manual Clauses

M0019T	Firm Price and/or Rates	2007-05-25
M0220T	Evaluation of Price	2007-05-25
M1004T	Condition of Material	2011-05-16

### 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.

#### 2.1 Prices - Items

Offerors must submit firm prices for all items listed in Annex "A" - Requirement.

### 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.

#### 4. Applicable Laws

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

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

### PART 3 - OFFER PREPARATION INSTRUCTIONS

#### 1. Offer Preparation Instructions

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

Section I: Technical Offer (one (1) hard copy)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<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.

#### Section I: Technical Offer

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

#### Section II: Financial Offer

Offerors must submit their financial offer in accordance with "Annex B", Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**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 \_\_\_\_\_

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.

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

**1.1. Technical Evaluation****1.1.1 Mandatory Technical Criteria**

Must meet all the specification detailed in Annex A - Requirement

**1.2 Financial Evaluation**

Lowest evaluated price will be calculated as follows;

For each line item identified in Annex B - Basis of Payment, the estimated quantity will be multiplied by the unit price provided on the bid for Year One, Option Year One, Option Year Two, Option Year Three and Option Year Four.

$(\text{Item 1.1} \times 50,000) + (\text{Item 1.2} \times 5,000) + (\text{Item 1.3} \times 3,000) + (\text{Item 1.4} \times 500) + (\text{Item 1.5} \times 500) + (\text{Item 2.1} \times 50,000) + (\text{Item 2.2} \times 5,000) + (\text{Item 2.3} \times 3,000) + (\text{Item 2.4} \times 500) + (\text{Item 2.5} \times 500) + (\text{Item 3.1} \times 50,000) + (\text{Item 3.2} \times 5,000) + (\text{Item 3.3} \times 3,000) + (\text{Item 3.4} \times 500) + (\text{Item 3.5} \times 500) = \text{Lowest Evaluated Bid}$

**2. Basis of Selection - Mandatory Technical Criteria Only**

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 will be recommended for issuance of a standing offer.

## 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.

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

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), for each individual named in the list.

### 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.

#### 2.1 Federal Contractors Program - Certification

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 a 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.

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 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.

## 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 "X".

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

#### 2.1 General Conditions

2005(2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 2.2 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 "C". 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.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty(30) calendar days after the end of the reporting period.

### 3. Term of Standing Offer

#### 3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance of the Standing Offer to 30 June 2013.

**3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods, from 01 July 2013 to 30 June 2014 and 01 July 2014 to 30 June 2015 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

**4. Authorities**

**4.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Denise Gerstmar  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western  
Address: 910-410 22nd Street East, Saskatoon SK S7K 5T6  
Telephone: (306) 975-8912  
Facsimile: (306) 975-5397  
E-mail address: denise.gerstmar@pwgsc-tpsgc.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.

**4.2 Project Authority**

The Project Authority for the Standing Offer is:

**To be determined**

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**4.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**5. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Services Canada, CORCAN, Drumheller Institution, Alberta.

**6. Call-up Instrument**

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

**7. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

**8. 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 - Goods or Services
- d) the general conditions 2010A - Goods (Medium Complexity) (2012-07-16)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage;
- h) Annex D, Consent to a Criminal Record Verification Form
- i) the Offeror's offer \_\_\_\_\_

**9. Certifications****9.1 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 term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

**10. 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 Saskatchewan.

## 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.

Section 16 Interest on Overdue Accounts, of 2010A - General Conditions - Goods (Medium Complexity) (2012-07-16) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

See Annex B - Basis of Payment

#### 4.2 Limitation of Price

SACC Manual clause C6000C - Limitation of Price 2011-05-16

#### 4.3 Multiple Payments

SACC Manual clause H1001C - Multiple Payments 2008-05-12

#### 4.4 Payment by Credit Card

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

### 5. Invoicing Instructions

1. 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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 6. Insurance

SACC Manual clause G1005C - Insurance 2008-05-12

### 7. SACC Manual Clauses

B7500C Excess Goods 2006-06-16

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**ANNEX "A"**  
**REQUIREMENT**

1. 19" x 29", 2 1/2 mil, clear poly bags
  - Must be on rolls with a maximum of 250/roll
  - Must have perforated tear off
  - Must be clean and free from grit and punctures. The bags are to be used for vacuum sealing and must be able to compress and stay sealed.
  - The minimum quantity that could be called up is 5,000
2. 36" x 89", 4 mil, clear poly bags
  - Must be on rolls with a maximum of 150/roll
  - Must have perforated tear off
  - Must be clean and free from grit and punctures.
  - The minimum quantity that could be called up is 500
3. 53" x 96", 4 mil, clear poly bags
  - Must be on rolls with a maximum of 150/roll
  - Must have perforated tear off
  - Must be clean and free from grit and punctures.
  - The minimum quantity that could be called up is 150
4. 78" x 102", 4 mil, clear poly bags
  - Must be on rolls with a maximum of 100/roll
  - Must have perforated tear off
  - Must be clean and free from grit and punctures.
  - The minimum quantity that could be called up is 100
5. 84" x 104", 4 mil, clear poly bags
  - Must be on rolls with a maximum of 100/roll
  - Must have perforated tear off
  - Must be clean and free from grit and punctures.
  - The minimum quantity that could be called up is 100

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## ANNEX "B"

### BASIS OF PAYMENT

All prices are FOB-Destination, GST extra.

General Requirements for all bags:

1. Must have perforated tear off
2. Must be clean and free from grit and punctures
3. Prices quoted must include all shipping charges to the location
4. The 19" x 29", 2 ½ mil, clear poly bags are to be used for vacuum sealing and must be able to compress and stay sealed.
5. Estimates are provided for evaluation purposes only.

	<b>Estimate Quantity</b>	<b>Unit Price</b>
<b>1. Year One</b> (Issuance of Standing Offer to 30 June 2013)		
1. 19" x 29", 2 1/2 mil, clear poly bags - Must be on rolls with a maximum of 250/roll - The maximum quantity that could be called up is _____	50,000	_____/bag
2. 36" x 89", 4 mil, clear poly bags - Must be on rolls with a maximum of 150/roll - The maximum quantity that could be called up is _____	5,000	_____/bag
3. 53" x 96", 4 mil, clear poly bags - Must be on rolls with a maximum of 150/roll - The maximum quantity that could be called up is _____	3,000	_____/bag
4. 78" x 102", 4 mil, clear poly bags - Must be on rolls with a maximum of 100/roll - The maximum quantity that could be called up is _____	500	_____/bag
5. 84" x 104", 4 mil, clear poly bags - Must be on rolls with a maximum of 100/roll - The maximum quantity that could be called up is _____	500	_____/bag

**2. OptionYear One** (01 July 2013 to 30 June 2014)

1. 19" x 29", 2 1/2 mil, clear poly bags	50,000	_____/bag
- Must be on rolls with a maximum of 250/roll		
- The maximum quantity that could be called up is _____		
2. 36" x 89", 4 mil, clear poly bags	5,000	_____/bag
- Must be on rolls with a maximum of 150/roll		
- The maximum quantity that could be called up is _____		
3. 53" x 96", 4 mil, clear poly bags	3,000	_____/bag
- Must be on rolls with a maximum of 150/roll		
- The maximum quantity that could be called up is _____		
4. 78" x 102", 4 mil, clear poly bags	500	_____/bag
- Must be on rolls with a maximum of 100/roll		
- The maximum quantity that could be called up is _____		
5. 84" x 104", 4 mil, clear poly bags	500	_____/bag
- Must be on rolls with a maximum of 100/roll		
- The maximum quantity that could be called up is _____		

**3. OptionYear Two** (01 July 2014 to 30 June 2015)

1. 19" x 29", 2 1/2 mil, clear poly bags	50,000	_____/bag
- Must be on rolls with a maximum of 250/roll		
- The maximum quantity that could be called up is _____		
2. 36" x 89", 4 mil, clear poly bags	5,000	_____/bag
- Must be on rolls with a maximum of 150/roll		
- The maximum quantity that could be called up is _____		
3. 53" x 96", 4 mil, clear poly bags	3,000	_____/bag
- Must be on rolls with a maximum of 150/roll		
- The maximum quantity that could be called up is _____		
4. 78" x 102", 4 mil, clear poly bags	500	_____/bag
- Must be on rolls with a maximum of 100/roll		
- The maximum quantity that could be called up is _____		
5. 84" x 104", 4 mil, clear poly bags	500	_____/bag
- Must be on rolls with a maximum of 100/roll		
- The maximum quantity that could be called up is _____		

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**ANNEX "C"**

**STANDING OFFER USAGE REPORT**

Return to: PWGSC  
Acquisitions Branch  
#201 – 1800 – 11<sup>th</sup> Avenue  
Regina, SK S4P 0H8  
Fax: (306) 780-5601  
Email: WST PA-SK@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:  
1<sup>st</sup> quarter: April 1 to June 30;  
2<sup>nd</sup> quarter: July 1 to September 30;  
3<sup>rd</sup> quarter: October 1 to December 31;  
4<sup>th</sup> quarter: January 1 to March 31.

Supplier: \_\_\_\_\_  
Standing Offer No.: \_\_\_\_\_  
Department or Agency: \_\_\_\_\_  
Reporting Period: \_\_\_\_\_

ITEM NO.	CALL-UP/CONTRACT NO. DESCRIPTION	VALUE OF THE CALL-UP/CONTRACT	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

**NIL REPORT:** We have not done any business with the Federal Government this period: [ ]

**PREPARED BY:**

NAME:  
PHONE:

SIGNATURE:

DATE:

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**ANNEX "D"**

**CONSENT TO A CRIMINAL RECORD VERIFICATION FORM**

See attached



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) 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 ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS</b>
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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 RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu</b>
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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) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female 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 CONSENTEMENT - Doit être signé par l'individu</b>
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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 RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>
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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) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource