

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

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 Cabinets, Storage	
Solicitation No. - N° de l'invitation W3537-13S159/A	Date 2012-09-07
Client Reference No. - N° de référence du client W3537-13S159	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-101-8183	
File No. - N° de dossier WPG-2-35094 (101)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-22	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
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: Wolowidnyk, Danielle	
Buyer Id - Id de l'acheteur wpg101	
Telephone No. - N° de téléphone (204) 983-6109 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE ASU CALGARY GENERAL SIR ARTHUR CURRIE BLDG. 4225 CROWCHILD TRAIL S.W. CALGARY ALBERTA T3E 1T8	

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

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

REQUEST FOR PROPOSAL

Storage Cabinets

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Department of National Defence at ASU Calgary (CANADA) has a requirement for the supply and delivery of Storage Cabinets.

A complete list of the mandatory specifications is detailed in Annex A - Requirement.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be 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* (<https://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.

1.1 SACC Manual Clauses

B1000T Condition of Material (2007-11-30)

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.

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 **Alberta**.

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 (3 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (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.

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, bidders are encouraged to:

- (1) use 8.5 x 11 inch (216 mm x 279 mm) 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 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.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

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

1.1 Technical Evaluation

- (a) Provision of meeting the Mandatory Specifications as detailed in Annex A, Requirement.

1.2 Financial Evaluation

Bidders must provide pricing as per the instructions detailed in Annex "B", Basis of Payment.

1.2.1 SACC Manual Clauses

A0222T Evaluation of Price (2010-01-11)

2. Basis of Selection

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 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 - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (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 Contract Award and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

2.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000 (A3031T 2010-08-16)

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.

2.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

- (a) Form PWGSC-TPSGC 229 (2012/06) - Consent to a Criminal Record Verification. Reference Annex C.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

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

3.1 General Conditions

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

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before the timelines specified in Annex A , Requirement.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Danielle Wolowidnyk
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, MB. R3C 2Z1

Telephone: 204 983-6109
Facsimile: 204 983-7796
E-mail address: danielle.wolowidnyk@pwgsc-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

The Project Authority for the Contract is: Department of National Defence

Contact name to be determined at contract award.

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: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). Customs duties are excluded 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 the Work.

6.2 SACC Manual Clauses

H1000C	Single Payment	(2008-05-12)
C2000C	Taxes - Foreign-based Contractor	(2007-11-30)
C2605C	Canadian Customs Duties and Sales Tax - Foreign based Contractor	(2008-05-12)
C5201C	Prepaid Transportation Costs	(2008-05-12)

7. 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.

8. Certifications

8.1 Compliance

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 Alberta.

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) the general conditions 2010A (2012-07-16) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Consent to a Criminal Record Verification;
- (f) the Contractor's bid dated _____ (insert date of bid).

11. SACC Manual Clauses

A9006C	Defence Contract	(2008-05-12)
B1501C	Electrical Equipment	(2006-06-16)
B7500C	Excess Goods	(2006-06-16)
G1005C	Insurance	(2008-05-12)

ANNEX "A" **REQUIREMENT**

Rifle and weapon storage cabinets

Dimensions given are for outside measurements:

- Item 1 72" H x 60"W x 36"D Cabinet, Charcoal grey in color (width of cabinet may have a variance of 0.5" or 1" total)
- Item 2 72"H x 42" W x 22"D Cabinet, Charcoal grey in color (width of cabinet may have a variance of 0.5" or 1" total)
- Item 3 83" H x 36"W x 22"D Cabinet with adjustable interiors white in color (width of cabinet may have a variance of 0.5" or 1" total)
- Item 4 1.5" H x 33"W x 19"D Adjustable Pull Out Drawer (width of cabinet may have a variance of 0.5" or 1" total)
- Item 5 ¼" Diameter 10" Long Adjustable Steel Peg

*Drawers must fit all cabinets and be interchangeable

Construction for Items 1 & 2

- Must be constructed of 12 gauge sheet metal;
- All items must have a powder coat finish;
- Cabinets must have a bi-parting tambour door with key locks;
- Hinges must be tamper proof;
- Each door must be made of a metal, framed, 12 gauge powder coated metal which must allow airflow to prevent build-up of gas given off by weapons while inhibiting light and dust infiltration;
- Doors must not interfere or impede with the extraction of storage drawers;
- Cabinets which have drawer storage must slide in and out of the cabinet with lids on each drawer;
- All seams must be welded; and
- Mounting holes 3/8" in diameter, 2" from corners, on base, sides and back of cabinets for securing them to the floor and walls.

Cabinet Interior Drawer Storage Capacity for Item 1

- Cabinets must have 12 rows;
- Cabinets must have a single drawer per row;
- Drawers must measure approximately 6"H x 60"W x 36"D;
- Drawers must be constructed of 12 gauge sheet metal;
- Drawers must have a powder coat finish;

- Drawers must be able to slide in and out of the exterior cabinet frame;
- Drawers must have a lid, constructed of 12 gauge metal with a powder coat finish and hinged $\frac{3}{4}$ of the depth of the drawer, which must allow airflow to prevent build-up of gas given off by weapons; and
- Drawers must have an interior storage depth of approximately 6" high.

Cabinet Interior Drawer Storage Capacity for Item 2

- Cabinets must have 9 (3) compartment handgun inserts;
- Cabinets must have a work shelf;
- Cabinets must have 2 Locking storage drawers;
- Drawers/Compartments must be constructed of 12 gauge sheet metal;
- Drawers/Compartments must have a powder coat finish;
- Drawers must be able to slide in and out of the exterior cabinet frame;
- Drawers must have a lid, constructed of 12 gauge metal with a powder coat finish and hinged $\frac{3}{4}$ of the depth of the drawer, which must allow airflow to prevent build-up of gas given off by weapons; and
- Compartments must be lockable.

Construction for items 3, 4& 5

- Items 1 and 2 must be constructed of 12 gauge sheet metal;
- All items must have a powder coated finish;
- Interior of item 1 must have attachment points for adjustable sliding drawers (item 2) and adjustable pegs (item 3). On the interior back, the attachment points must be at two-inch intervals vertically and horizontally. On the interior sides, there must be sufficient points to support adjustable pull out drawers at two-inch intervals vertically. This will allow maximum flexibility of use;
- Angled butt stock rest 2" from bottom of cabinet to prevent firearms falling outwards; Cabinets must have double doors or roller style doors and be lockable with a padlock;
- Hinges must be tamper proof;
- Each door made of 12 gauge powder coated metal must allow airflow to prevent build-up of gas given off by weapons while limiting light and dust infiltration;
- All seams must be welded; and
- Mounting holes $\frac{3}{8}$ " in diameter, 2" from corners, on base, sides and back of cabinets for securing to the floor, walls and each other.

Cabinet interior storage capacity for item 3

- Configuration A, must hold 10 rifles stored vertically, separated by adjustable pegs;
- Configuration B, must house 30 adjustable pull out drawers (item 2); and
- Configuration C, house a combination of vertically stored carbines (shorter rifles) below with adjustable pull out drawers above.

Technical Evaluation:

Completion of the Minimum Mandatory Specification is mandatory to be deemed compliant.

Bidders should submit with the bid, technical documentation such as specification sheets, technical brochures and photographs or illustrations to demonstrate compliance to each mandatory criterion listed in Annex C – Compliance Matrix. If specific published technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. If any technical documentation is not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Minimum Mandatory Specifications - Rifle and weapon storage cabinets

Bidders are to annotate if they meet or do not meet each of the minimum mandatory specification.
Bidders are to submit technical documentation to demonstrate compliance.

1. Construction for Items 1 & 2

Specification	Meets or Not Meets	Technical Documentation Reference
Must be constructed of 12 gauge sheet metal		
All items must have a powder coat finish		
Cabinets must have a bi-parting tambour door with key locks		
Hinges must be tamper proof		
Each door must be made of a metal, framed, 12 gauge powder coated metal which must allow airflow to prevent build-up of gas given off by weapons while inhibiting light and dust infiltration		
Doors must not interfere or impede with the extraction of storage drawers		
Cabinets which have drawer storage must slide in and out of the cabinet with lids on each drawer		
All seams must be welded		

Mounting holes 3/8" in diameter, 2" from corners, on base, sides and back of cabinets for securing them to the floor and walls		
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2. Cabinet Interior Drawer Storage Capacity for Item 1

Specification	Meets or Not Meets	Technical Documentation Reference
Cabinets must have 12 rows		
Cabinets must have a single drawer per row		
Drawers must measure approximately 6"H x 60"W x 36"D		
Drawers must be constructed of 12 gauge sheet metal		
Drawers must have a powder coat finish		
Drawers must be able to slide in and out of the exterior cabinet frame		
Drawers must have a lid, constructed of 12 gauge metal with a powder coat finish and hinged $\frac{3}{4}$ of the depth of the drawer, which must allow airflow to prevent build-up of gas given off by weapons		
Drawers must have an interior storage depth of approximately 6" high		

3. Construction for items 3, 4& 5

Specification	Meets or Not Meets	Technical Documentation Reference
Items 1 and 2 must be constructed of 12 gauge sheet metal		
All items must have a powder coated finish		
Interior of item 1 must have attachment points for adjustable sliding drawers (item 2) and adjustable pegs (item 3). On the interior back, the attachment points must be at two-inch intervals vertically and horizontally. On the interior sides, there must be sufficient points to support adjustable pull out drawers at two-inch intervals vertically. This will allow maximum flexibility of use		
Angled butt stock rest 2" from bottom of cabinet to prevent firearms falling outwards		

Cabinets must have double doors or roller style doors and be lockable with a padlock		
Hinges must be tamper proof		
Each door made of 12 gauge powder coated metal must allow airflow to prevent build-up of gas given off by weapons while limiting light and dust infiltration;		
All seams must be welded		
Mounting holes 3/8" in diameter, 2" from corners, on base, sides and back of cabinets for securing to the floor, walls and each other		

4. Cabinet interior storage capacity for item 3

Specification	Meets or Not Meets	Technical Documentation Reference
Configuration A, must hold 10 rifles stored vertically, separated by adjustable pegs;		
Configuration B, must house 30 adjustable pull out drawers (item 2)		
Configuration C, house a combination of vertically stored carbines (shorter rifles) below with adjustable pull out drawers above		

ANNEX B**BASIS OF PAYMENT**

When completed, the Annex B will be considered as the Bidder's Financial Bid.

Basis Of Payment

Prices quoted to be **Firm Unit Prices**, FOB Destination, including all delivery and offloading charges, in accordance with the requirements identified in Annex A - Requirement. GST, if applicable, is to be shown as a separate item on any resulting invoice.

Item	Description	Unit of Issue	Qty	Unit Price	Extended Price
1	72" H x 60"W x 36"D Cabinet, Charcoal grey in color	each	5	\$	\$
2	72"H x 42" W x 22"D Cabinet, Charcoal grey in color	each	11	\$	\$
3	83" H x 36"W x 22"D Cabinet with adjustable interiors white in color	each	38	\$	\$
4	1.5" H x 33"W x 19"D Adjustable Pull Out Drawer	each	380	\$	\$
5	¼" Diameter 10" Long Adjustable Steel Peg	each	600	\$	\$
SUBTOTAL					\$
GST					\$
TOTAL					\$

ANNEX C**CONSENT TO A CRIMINAL RECORD VERIFICATION**

See attached PDF form "Consent to a Criminal Record Verification".



**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.

A

**PRIVACY ACT STATEMENT
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

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.

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.

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 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.

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.

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 BIOGRAPHICAL INFORMATION - Must be completed by the individual
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

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 légal, sobriquets)

Gender - Sexe

☐

Male
Masculin

☐

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

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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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)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
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