

**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^{ème} 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^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet Cartes Magnétiques HID	
Solicitation No. - N° de l'invitation W3380-11J049/A	Date 2012-03-15
Client Reference No. - N° de référence du client W3380-11-J049	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-375-11994
File No. - N° de dossier MTA-1-34394 (375)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-25	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Joseph, Marc	Buyer Id - Id de l'acheteur mta375
Telephone No. - N° de téléphone (514)496-3666 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE A/S NADINE GRENON, GARNISON ST JEAN EDIFICE 149 STJEAN RICHELIEU Québec J0J 1R0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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	Cartes Magnétiques HID	W3380	W3380	1	Chaque	XXXXXXXXXXXXX \$			

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Instrument
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications
12. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions

List of Annexes:

- Annex A - Requirement
Annex B - Pricing

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 and the Pricing

2. Summary

Request for Standing Offer for the acquisition card access control security iCLASS Prox 2020 Corporate Edition with sequential numbers and the magnetic stripe HID Global manufacturing on behalf of Quebec Area Land Force Force operation and intervention is the Ministry of National Defense (DND) The period of

Standing Offer will be from the date of establishment of a standing offer for period of one (1) year with an option for two (2) periods of one (1) additional year.

3. Security Requirement

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

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 (2011-05-16)** Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: ninety (90) days

2. 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.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **seven (7) 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 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.

PART 3 - OFFER PREPARATION INSTRUCTIONS

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

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.

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.

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 the "Annex B, Pricing". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card *(to be completed by Bidder)*

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

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) Technical compliance to the requirement (see Annex A).
- b) Firm price.
- c) FOB Destination.
- d) Acceptance of the terms and conditions of the request.

1.2 Financial Evaluation

1.2.1 Evaluation of Price

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

- (a) Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.
 - (b) foreign-based offerors must submit firm prices, Canadian customs duties, and excise taxes, and GST or HST excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.
2. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.
 3. For the purpose of the request for standing offers, offerors with an address in Canada are considered Canadian-based offerors and offerors with an address outside of Canada are considered foreign-based offerors.

2. Basis of Selection

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. **Certifications Precedent to Issuance of a Standing Offer** *(to be completed by the Offeror)*

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.

1.1 **Federal Contractors Program for Employment Equity - Certification**

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

Offerors 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 Contracts Regulations. Offerors 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 a reduction of their workforce. Any offers from ineligible contractors will be declared non-responsive.

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

The Offeror

- (a) is not subject to the FCP-EE, having a workforce of less than 100 permanent full or part-time 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 FCP-EE, having a workforce of 100 or more permanent full or part-time 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 ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP-EE is available on the following HRSDC Website:
<http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>

1.2 Certifications Required with the Offer

The offeror certifies that he is an authorized distributor of HID iClass for the company HID Global and all mandatory requirements listed in the Request for Standing Offer are met and will be maintained for the duration of the Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

2. Security Requirement

There is a no security requirement associated with the requirement.

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

3.1 General Conditions

2005 (2011-05-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making Call-ups against this Standing Offer is from the date of Establishment of the Standing Offer for a period of one (1) year with the possibility of two (2) periods of one (1) year extension.

4.2 Extension of Standing Offer

If the use of the standing offer is permitted beyond the initial period, the offeror agrees to extend its offer for two (2) additional periods of one (1) year each under the same conditions and at rates or prices stated in the Offer, or the rates or prices calculated using the formula specified in the Offer.

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Marc Joseph

Procurement Officer

Acquisitions Branch, Quebec Regional Office

Department of Public Works and Government Services

Solicitation No. - N° de l'invitation

W3380-11J049/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta375

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

W3380-11-J049

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Telephone: (514) 496-3666

Facsimile: (514) 496-3822

marc.joseph@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Offeror's Representative *(to be completed by Offeror)*

Name and telephone number of the person responsible for :

General enquiries & Delivery follow-up

Name: _____
 Title: _____
 Organization: _____
 Postal address: _____
 Telephone: _____
 Facsimile: _____
 Email: _____

6. Identified Users *(will be completed by Canada at the time of award)*

The Identified User authorized to make call-ups against the Standing Offer is:

For all information related to invoicing and/or payments you may communicate with:

Name: _____
 Title: _____
 Customer Department: _____
 Postal address: _____
 Telephone: _____
 Facsimile: _____
 Email: _____

7. 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.

8. Limitation of Call-ups

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

9. Financial Limitation *(will be completed by Canada at the time of award)*

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 (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

10. Priority of Documents *(will be completed by Canada at the time of award)*

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 (2011-05-16)**, General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2010A (2011-05-16)** General Conditions - Standing Offers - Goods
- e) Annex A, Requirement;
- f) Annex B, Pricing;
- g) the Offeror's offer _____

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the 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.

12. 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.

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 (2011-05-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

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

4. Payment *(will be completed by Canada at the time of award)*

4.1 SACC Manual Clauses

SACC Reference	Section	Date
C2000C	Taxes - Foreign-based Contractor	30/11/07
C6000C	Limitation of Price	25/05/07
H1001C	Multiple Payments	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 information required in Section 10 of 2010A (2008-05-12), General Conditions - Goods or Services (Medium Complexity).

Solicitation No. - N° de l'invitation

W3380-11J049/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34394

Buyer ID - Id de l'acheteur

mta375

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

W3380-11-J049

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

REQUIREMENT

SCOPE

Provide, as and when required, security access control cards with sequential numbering and magnetic stripes from manufacturer HID Global for the electronic detection and protection equipment section of 5 Military Police Regiment (5 MP Regt) for the Department of National Defence (DND), Land Force Quebec Area and Joint Task Force East (LFQA/JTF East).

BACKGROUND

The access cards with sequential numbering that we currently have are manufactured by HID Global. HID Global manages all of the sequential numbering for us and guarantees that we do not receive duplicate cards.

DESCRIPTION OF GOODS

The goods subject to this standing offer include the access control cards and the transportation and delivery costs (shown separately). Delivery must be provided directly by the supplier to the call up authority with no intermediary.

The goods to be supplied are the access control cards, which must be durable, flexible and cold resistant. The cards must have the following dimensions: 5.40 cm x 8.57 cm x 0.084 cm (2.127? x 3.375? x 0.033?). The cards must work in temperatures ranging from -45°C to 70°C without risk of their suffering surface damage.

HID iCLASS access cards must be used because the card-reading equipment authorized within LFQA/JTF East is HID iCLASS (see card dimensions below).

CAUTIONS AND WARNINGS

Only authorized persons have the right to verify materiel at delivery and will determine the state of the materiel and report any anomalies before signing the delivery receipt.

The supplier is responsible for informing us of any changes concerning the access control cards with sequential numbering and magnetic stripes from manufacturer HID Global. We reserve the right to accept or reject those changes.

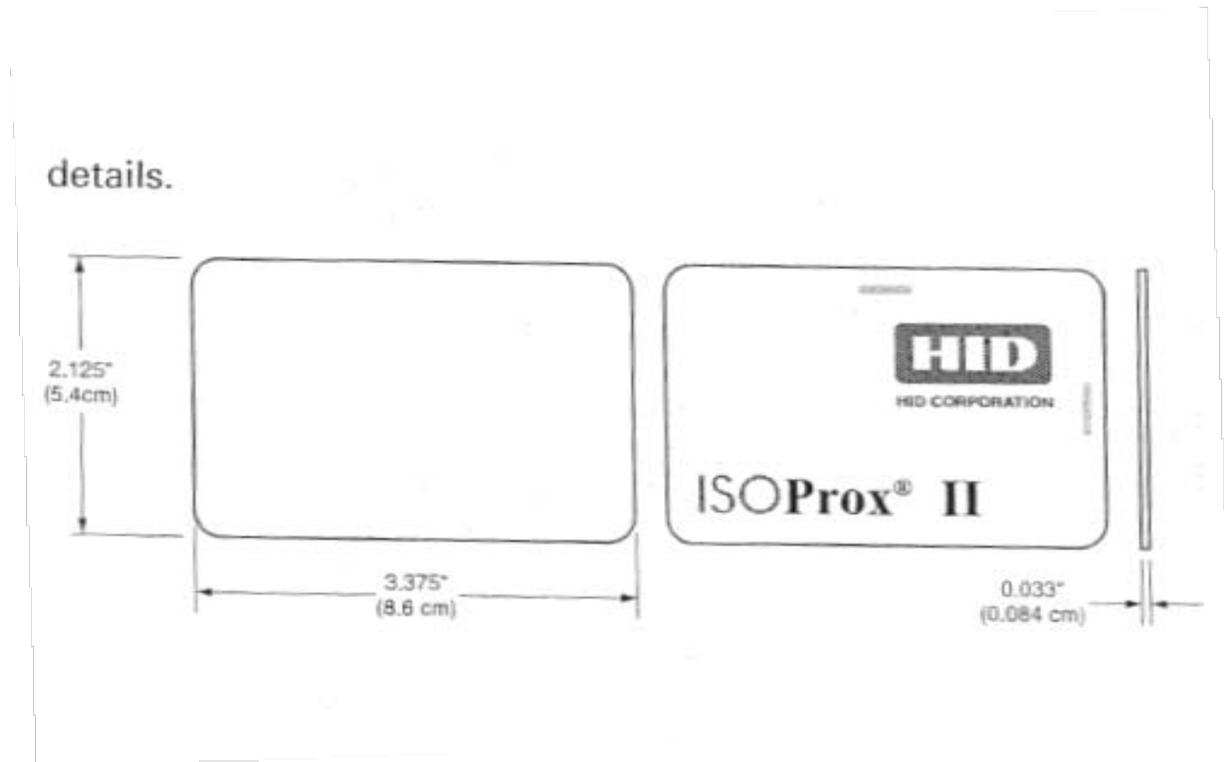
GUARANTEE

The standard guarantee from HID applies.

NO SUBSTITUTE PRODUCTS

No substitute products will be accepted. We use iCLASS Corporate Edition access control cards with sequential numbering and magnetic stripes manufactured by HID Global because the gates at the garrisons do not recognize any other card.

CARD DIMENSIONS



Solicitation No. - N° de l'invitation

W3380-11J049/A

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

W3380-11-J049

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34394

Buyer ID - Id de l'acheteur

mta375

CCC No./N° CCC - FMS No/ N° VME

ANNEX “ B”

**PRICING
(must be completed by the Offeror)**

1st YEAR

<u>CARDS</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT PRICE</u>
CARD ICLASS		
CORPORATE EDITION MAGNETIC STRIPE	8,000	\$/EA
CORP-CARD FORMAT	8,000	\$/EA

2nd OPTIONAL YEAR BY GOVERNMENT OF CANADA

<u>CARDS</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT PRICE</u>
CARD ICLASS PROXIMITY 2020		
CORPORATE EDITION MAGNETIC STRIPE	8,000	\$/EA
CORP-CARD FORMAT	8,000	\$/EA

3rd OPTIONAL YEAR BY GOVERNMENT OF CANADA

<u>CARDS</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT PRICE</u>
CARD ICLASS PROXIMITY 2020		

Solicitation No. - N° de l'invitation

W3380-11J049/A

Amd. No. - N° de la modif.

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MTA-1-34394

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mta375

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

W3380-11-J049

CCC No./N° CCC - FMS No/ N° VME

CORPORATE EDITION MAGNETIC STRIPE	8,000	\$/EA
CORP-CARD FORMAT	8,000	\$/EA