

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11 rue, Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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 TEST STRIPS & GLUCOMETERS	
Solicitation No. - N° de l'invitation 21120-140207/A	Date 2013-07-17
Client Reference No. - N° de référence du client 21120-14-1930207	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-941-63117	
File No. - N° de dossier pv941.21120-140207	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-27	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
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: Martins, Christina	Buyer Id - Id de l'acheteur pv941
Telephone No. - N° de téléphone (819) 956-6911 ()	FAX No. - N° de FAX (819) 956-3814
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA 340 LAURIER AVE W. ATTN: HENRY DE SOUZA OTTAWA Ontario K1A0P9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Scientific, Medical and Photographic Division / Division de l'équipement scientifique, des produits photographiques et pharmaceutiques
11 Laurier St./ 11 rue, Laurier
6B1, Place du Portage
Gatineau, Québec K1A 0S5

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

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

Correctional Service of Canada, has a requirement for the supply of glucose test strips and test strip compatible glucometers in accordance with the Mandatory Technical requirements listed in Annex "A".

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 provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<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 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

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 inquiry 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 the province of Ontario, Canada.

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

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (three (3) hard copies)
Section II: Financial Bid (one (1) hard copy)
Section III: Certifications (one (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 should:

- 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.

1.1 Section I: Technical Bid

Bidders must include in their technical bid hard copies of all the literature, brochures and technical documentation that may be required to support their bid and facilitate evaluation.

The following applies to the Requirement and bidders must provide the following information in the bid where applicable:

1.1.1 Manuals

One (1) complete set of user documentation in English must be supplied with each Glucometer.

1.1.2 Service (BIDDER TO COMPLETE)

Purchase of the Test Strips and Glucometers must include: regional technical support; technical phone support; support via the internet; and support via a fax-back document system.

Response for service must be within 24 hours or less.

Also, provide the following with your bid:

- a) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).

- b) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

1.1.3 Product(s) Offered (BIDDER TO COMPLETE)

The Bidder must indicate the make and model number of the products offered (identify specific components which make up the system):

Name of Manufacturer: _____

Model/Part Number: _____

1.1.4 Point of Manufacture/Shipping (BIDDER TO COMPLETE)

The Bidder must state the point of manufacture/shipping of goods is to be performed:

Location: _____

Postal Code: _____

1.1.5 Contacts

Bidders are requested to provide the following: Information pertaining to Article 5.4 Contractor Representatives under Part 6, Resulting Contract Clauses.

1.2 Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and must provide the information that is required in Attachment 1 to Part 4. The total amount of Applicable Taxes must be shown separately, as applicable.

Bidders must submit their total firm price Delivered Duty Paid (DDP) destination Incoterms 2000; Canadian customs duties and excise taxes included, as applicable; and applicable taxes extra.

Bidders must submit one firm price for all delivery destinations. Delivery destinations are listed in Annex C.

When preparing their financial bid, bidders should review Part 6, the Basis of Payment and clause 1.2, Financial Evaluation, of Part 4. Bidders must to submit pricing in accordance with Attachment 1 to Part 4, Financial Evaluation.

1.2.1 Exchange Rate Fluctuation

C3011T

Exchange Rate Fluctuation

2010/01/11

1.3 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

All proposals submitted must be completed in full and provide all of the information requested in the Request for Proposal (RFP) package to enable a full and complete evaluation. If the requirement is not addressed in the bidder's proposal, the proposal will be considered incomplete or non-responsive and will be rejected. The onus is on the bidder to provide all the information necessary to ensure a complete and accurate assessment.

Factors for Evaluation

1. **PRICING BASIS (MANDATORY):** Prices must be firm, DDP Delivered Duty Paid. (refer to Annex C) Incoterms 2000.
2. **ABILITY TO MEET THE TECHNICAL REQUIREMENT (MANDATORY):**
 - a) For Items Defined by Specifications:

The bidder is required to cross reference with the exact location in the supporting documentation the mandatory technical criteria contained herein to their supporting technical documentation.
 - b) Provision of Supporting Technical Documentation:

Supporting technical documentation for the stores offered shall be provided with the bid at time of bid closing.

Technical brochures or technical data **MUST** be provided to verify compliancy to the technical mandatory specifications.
3. **COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSAL (MANDATORY)**
4. **FOR CANADIAN SUPPLIERS ONLY:** Please note that the requirements of the Federal Contractors Program for Employment Equity may apply - see herein. (MANDATORY if applicable)

1.1.1 Mandatory Technical Criteria

MTC1. Test strips must be either individually wrapped entities or in bulk containers of 50, 100 or other industry standard supplied quantities.

Bidders Proposal: _____

MTC2. Test strips must be authorized for use in humans by Health Canada and for the purpose of testing blood glucose levels.

Bidders Proposal: _____

MTC3. Test strips must have an expiry date of at least one (1) year after delivery.

Bidders Proposal: _____

MTC4. The glucometer must be approved for use in a multiple patient environment.

Bidders Proposal: _____

MTC5. The glucometer must be categorized as usable on multiple patients.

Bidders Proposal: _____

MTC6. The glucometers must be able to be cleaned and disinfected by trained medical staff.

Bidders Proposal: _____

MTC7. The glucometers must come with instructions for performing quality control testing to verify the meter's accuracy and performance.

Bidders Proposal: _____

MTC8. The glucometer must come with step-by-step instructions on how to perform quality control tests including the test frequency and the required materials.

Bidders Proposal: _____

MTC9. The glucometer must come with an instruction protocol in the event a quality test result falls outside of the acceptable control range.

Bidders Proposal: _____

MTC10. The glucometer must come with instructions regarding proper handling, recommended cleaning and maintenance and meter storage when not in use.

Bidders Proposal: _____

MTC11. The glucometer must come with step-by-step instructions regarding the meter's disinfecting and including suggested solutions and/or materials as applicable.

Bidders Proposal: _____

1.2 Financial Evaluation

The lowest evaluated price will be established using the following criteria:

- a) prices will be evaluated in Canadian Funds including any applicable excise Taxes and Canadian Customs Duty (if applicable) and excluding applicable taxes. For evaluation purposes, bids received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.
- b) prices will be evaluated on a DDP (Annex C) Incoterms 2000 basis.
- c) for bid evaluation purposes only, the total bid price will be determined by adding the cost for the firm quantity total with the cost for the optional estimated quantities. The estimated quantities identified will be used for each option year.

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 aggregate evaluated price (including the option items) will be recommended for award of a contract.

Attachment 1 to Part 4 – Financial Evaluation

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each Tier specified below its quoted all inclusive firm price to supply and deliver the Test Strips and Glucometers in accordance with the Requirement at Annex "A".

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future purchase of the goods described in the bid solicitation will be consistent with this data.

PERIOD	ESTIMATED QUANTITY OF TEST STRIPS INCLUDING GLUCOMETERS PER YEAR	FIRM ALL-INCLUSIVE PRICE PER TEST STRIP INCLUDING GLUCOMETERS	TOTAL (IN CDN\$)
	A	B	C= A X B
CONTRACT PERIOD (ENDING MARCH 31, 2014)	450K	\$ _____	\$ _____
OPTION YEAR 1	450K	\$ _____	\$ _____
OPTION YEAR 2	450K	\$ _____	\$ _____
Evaluated Price (Applicable Taxes excluded):			\$ _____
(i.e. Sum of: Total Contract Period + Total Option Year 1 + Total Option Year 2)			

The Total Evaluated Price = Total Evaluated Price for Contract Period + Total Evaluated Price for Option Year 1 + Total Evaluated Price for Option Year 2.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

Correctional Service of Canada, has a requirement for the supply of glucose test strips and test strip compatible glucometers in accordance with the Mandatory Technical requirements listed in Annex "A".

2.1 Manuals

One (1) complete set of user documentation in English must be supplied with each Glucometer.

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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2013-04-25) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Requisition on Contract (ROC)

(a) **Purpose of ROC:** Goods to be provided under the Contract on as an-and-when-requested basis will be ordered by Canada using a Requisition on Contract ("ROC").

(b) **Process for Issuing a ROC:**

1. Authorized ROCs against this Contract will be made using a duly completed form identified in Annex C by methods such as facsimile and electronic mail.

2. A ROC will be prepared by the Identified Users listed in Article 7 and sent to the Contractor.

3. The ROC will be processed in accordance with and contain the information listed in Annex A. The ROC will also include the basis of payment as specified in the Contract

(d) **Authority to Issue a ROC:** Any ROC with a value less than or equal to \$40,000.00 (including Applicable Taxes) may be issued by the Technical Authority. Any ROC with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's authority to issue ROCs at any time.

(e) **Contents of a ROC:** The ROC must contain the following information, if applicable:

- (i) a ROC number;
- (ii) the details of any financial coding to be used;
- (iii) quantity and description of goods being ordered;
- (vi) the delivery date(s);
- (viii) the specific delivery location;
- (x) the firm unit price payable to the Contractor and

(f) **Charges for Goods under a ROC:** The Contractor must not charge Canada anything more than the price set out in the ROC unless Canada has issued a ROC amendment authorizing the increased expenditure. 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 being incorporated into the Work.

(g) **Delivery response time for a ROC**

Delivery ordered through a ROC is required within 5 business days from receipt of an approved ROC. Shipping is Delivery Duty Paid (DDP) Destination Incoterms 2000, in accordance with Article 14 of this Contract. The Destination will be identified in the ROC.

5. Term of Contract

5.1 Period of Contract

The period of the contract is from Contract award to March 31, 2014.

5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Christina Martins
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate
Place du Portage III, 6A2
11 Laurier St. Gatineau, Quebec

K1A 0S5
 Telephone: (819) 956-6911
 Facsimile: (819) 956-3814
 Christina.Martins@tpsgc-pwgsc.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.

6.2 Technical Authority (TO BE COMPLETED AT TIME OF CONTRACT AWARD)

The Technical Authority for the Contract is:

Name: _____
 Telephone: (____) _____
 Facsimile: (____) _____
 E-mail address: _____

The Technical Authority named above 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.

6.3 Procurement Authority (TO BE COMPLETED AT TIME OF CONTRACT AWARD)

The Procurement Authority for the Contract is:

Name: _____
 Telephone: (____) _____
 Facsimile: (____) _____
 E-mail address: _____

The Procurement Authority is responsible for the contract management and for the authorization of all work against this contract.

6.4 Contractor's Representative

The telephone number of the person responsible for :

General Enquiries	Delivery Follow-up
Name: _____	Name: _____
Telephone No. _____	Telephone No. _____
Facsimile No. _____	Facsimile No. _____
E-mail address: _____	E-mail address: _____

7. Identified Users

The Identified Users authorized to make ROC's against the Contract is:
 Correction Service of Canada, Clinical Services Branch.

8. Payment

8.1 Basis of Payment - Firm Price - Individual Requisition on Contracts

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price in accordance with the Basis of Payment in Annex B, as specified in the contract. Customs duties are included and Applicable Taxes extra.

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.

8.2 Limitation of Expenditure - Cumulative Total of all Requisition on Contracts

1. Canada's total liability to the Contractor under the Contract for all authorized Requisition on Contracts (ROCs), inclusive of any revisions, must not exceed the sum of \$ **(to be added at Contract award)**. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8.3 Minimum Contract Guarantee

1. "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means \$40,000.00CDN per ROC.
2. Canada's obligation under the Contract is to request goods in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to supply the goods described in the Contract. Canada's maximum liability for goods supplied under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request goods in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the goods requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

8.4 SACC Manual Clauses

H1001C Multiple Payments

08/05/12

9. Periodic Usage Report - Contract with Requisition on Contract (ROC)

The Contractor must compile and maintain records on its provision of work to the federal government under authorized Requisition on Contracts issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If work is not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized work must be kept for each contract with a Requisition on Contract process. This record must contain:

For each authorized ROC:

- (i) the authorized ROC number or ROC revision number(s);
- (ii) a title or a brief description of each authorized ROC;
- (iii) the total estimated cost specified in the authorized ROC of each work, Applicable Taxes extra;
- (iv) the start and completion date for each authorized ROC; and
- (v) the active status of each authorized ROC, as applicable.

For all authorized ROC:

- (i) the amount (Applicable Taxes extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized ROCs; and
- (ii) the total amount, Applicable Taxes extra, expended to date against all authorized ROCs.

10. Invoicing Instructions

10.1 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.

10.2 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. The Contract serial number: 21120-140207/A must appear on all invoices.
- (b) One (1) copy must be forwarded to the consignee or Identified users on the ROC..

11. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. 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.

12. Applicable Laws

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

13. 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) 2010A (2013-04-25) General Conditions - Goods (Medium Complexity);
- (c) Annex A - Mandatory Technical Requirements;
- (d) Annex B - Basis of Payment;
- (e) Annex C - Billing & Delivery Addresses;
- (f) Annex D - Requisition on Contract;
- (g) Annex E - Periodic Usage Report; and
- (h) The Contractor's bid dated _____ ("bid date" to be inserted at time of contract award).

14. SACC Manual Clauses

B7500C	Excess Goods	2006-06-16
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15. Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:
 - a) Delivered Duty Paid - DDP(refer to Annex C) Incoterms 2000 for shipments from a commercial contractor.
2. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

ANNEX A
MANDATORY TECHNICAL REQUIREMENTS
TEST STRIPS AND GLUCOMETERS

The **TEST STRIPS AND GLUCOMETERS** must meet all of the following criteria:

- 1./ Test strips must be either individually wrapped entities or in bulk containers of 50, 100 or other industry standard supplied quantities.
- 2./ Test strips must be authorized for use in humans by Health Canada and for the purpose of testing blood glucose levels.
- 3./ Test strips must have an expiry date of at least one (1) year after delivery.
- 4./ The glucometer must be approved for use in a multiple patient environment.
- 5./ The glucometer must be categorized as usable on multiple patients.
- 6./ The glucometers must be able to be cleaned and disinfected by trained medical staff.
- 7./ The glucometers must come with instructions for performing quality control testing to verify the meter's accuracy and performance.
- 8./ The glucometer must come with step-by-step instructions on how to perform quality control tests including the test frequency and the required materials.
- 9./ The glucometer meter must come with an instruction protocol in the event a quality test result falls outside of the acceptable control range.
- 10./ The glucometer meter must come with instructions regarding proper handling, recommended cleaning and maintenance and meter storage when not in use.
- 11./ The glucometer meter must come with step-by-step instructions regarding the meter's disinfecting and including suggested solutions and/or materials as applicable.

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**ANNEX B
BASIS OF PAYMENT**

Description	Estimated Usage Per Year (Contract Period)	Firm Unit All-Inclusive Price	Option Year One All-Inclusive Firm Unit Price	Option Year Two All-Inclusive Firm Unit Price
Test strips including glucometers	450,000	\$ _____	\$ _____	\$ _____

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**ANNEX C
BILLING & DELIVERY ADDRESSES**

CORRECTIONAL SERVICE FACILITIES BILLING ADDRESS	CORRECTIONAL SERVICE FACILITIES DELIVERY ADDRESS
CSC PACIFIC REGIONAL PHARMACY 33344 KING ROAD PO BOX 3000 ABBOTSFORD, BRITISH COLUMBIA V2S 4P4	CSC PACIFIC REGIONAL PHARMACY 33344 KING ROAD ABBOTSFORD, BRITISH COLUMBIA V2S 4P4 ATTN: JASON WONG
CSC EDMONTON INSTITUTION 21611 MERIDIAN STREET PO BOX 2290 EDMONTON, ALBERTA	CSC EDMONTON INSTITUTION 21611 MERIDIAN STREET PO BOX 2290 EDMONTON, ALBERTA T5J 3H7
CSC SASKATCHEWAN PENITENTIARY 15TH STREET WEST PO BOX 160 PRINCE ALBERT, SASKATCHEWAN S6V 5R6	CSC SASKATCHEWAN PENITENTIARY 15TH STREET WEST PRINCE ALBERT, SASKATCHEWAN S6V 5R6
CSC ONTARIO REGIONAL PHARMACY 1455 BATH ROAD PO BOX 7500 KINGSTON, ONTARIO K7L 5E6	CSC ONTARIO REGIONAL PHARMACY Building A2 1455 BATH ROAD KINGSTON, ONTARIO K7L 5E6 ATTN: PAMELA LINDSAY
CSC GRANDE CACHE INSTITUTION HOPPE AVENUE BAG 4000 GRANDE CACHE, ALBERTA T0E 0Y0	CSC GRANDE CACHE INSTITUTION HOPPE AVENUE BAG 4000 GRANDE CACHE, ALBERTA T0E 0Y0
CSC REGIONAL RECEPTION CENTRE 246 MONTÉE GAGNON SAINTE-ANNE-DES-PLAINES, QUEBEC J0N 1H0	CSC REGIONAL RECEPTION CENTRE 246 MONTÉE GAGNON SAINTE-ANNE-DES-PLAINES, QUEBEC J0N 1H0
CSC ARCHAMBAULT INSTITUTION 242 MONTÉE GAGNON SAINTE-ANNE-DES-PLAINES, QUEBEC J0N 1H0	CSC ARCHAMBAULT INSTITUTION 242 MONTÉE GAGNON SAINTE-ANNE-DES-PLAINES, QUEBEC J0N 1H0

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CSC COWANSVILLE INSTITUTION 400 FORDYCE AVENUE COWANSVILLE, QUEBEC J2K 3G6	CSC COWANSVILLE INSTITUTION 400 FORDYCE AVENUE COWANSVILLE, QUEBEC J2K 3G6
CSC DRUMMOND INSTITUTION 2025 JEAN-DE-BRÉBEUF BLVD. DRUMMONDVILLE, QUEBEC J2B 7Z6	CSC DRUMMOND INSTITUTION 2025 JEAN-DE-BRÉBEUF BLVD. DRUMMONDVILLE, QUEBEC J2B 7Z6
CSC PORT-CARTIER INSTITUTION CHEMIN DE L'AÉROPORT PO BOX 7070 PORT-CARTIER, QUEBEC G5B 2W2	CSC PORT-CARTIER INSTITUTION CHEMIN DE L'AÉROPORT PO BOX 7070 PORT-CARTIER, QUEBEC G5B 2W2
CSC REGIONAL PHARMACY - PHARMACIE RÉGIONALE 1045 MAIN STREET, 2ND FLOOR MONCTON, NB, E1C 1H1 ATT: RON HEAD	CSC ATLANTIC INSTITUTION 13175 ROUTE 8, RENOUS, NB, E9E 2E1 TELEPHONE: (506) 623-4000 ATT: HEALTHCARE KARLA MCGRAW
CSC ATLANTIC REGIONAL PHARMACY 1045 MAIN STREET, 2ND FLOOR MONCTON, NB, E1C 1H1 ATT: RON HEAD	CSC WESTMORLAND INSTITUTION 4902A MAIN STREET DORCHESTER, NB, E4K 2Y9 TELEPHONE: (506) 379-4595
CSC ATLANTIC REGIONAL PHARMACY 1045 MAIN STREET, 2ND FLOOR MONCTON, NB, E1C 1H1 ATT: RON HEAD	CSC SPRINGHILL INSTITUTION 330 MCGEE STREET, P.O. BOX 2140 SPRINGHILL, NS, B0M 1X0 TELEPHONE: (902) 597-8651 ATT: HEALTHCARE WANDA SMITH
CSC ATLANTIC REGIONAL PHARMACY 1045 MAIN STREET, 2ND FLOOR MONCTON, NB, E1C 1H1 ATT: RON HEAD	CSC DORCHESTER PENITENTIARY 4902 MAIN STREET DORCHESTER, NB, E4K 2Y9 TELEPHONE: (506) 379-2471 ATT: HEALTHCARE TAMMY LUNNEY
CSC CENTRE FEDERAL DE FORMATION 6099 BOUL. LÉVESQUE EST LAVAL, QUÉBEC, H7C 1P1	CSC CENTRE FEDERAL DE FORMATION 6099 BOUL. LÉVESQUE EST LAVAL, QUÉBEC, H7C 1P1
CSC ETABLISSEMENT LECLERC 400 MONTEE ST-FRANÇOIS LAVAL, QUEBEC, H7C 1S7	CSC ETABLISSEMENT LECLERC 400 MONTEE ST-FRANÇOIS LAVAL, QUEBEC, H7C 1S7

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CSC ETABLISSEMENT LA MACAZA 321 CHEMIN DE L'AEROPORT LA MACAZA, QUEBEC, J0T 1R0	CSC ETABLISSEMENT LA MACAZA 321 CHEMIN DE L'AEROPORT LA MACAZA, QUEBEC, J0T 1R0
CSC ETABLISSEMENT DONNACONA 1537 ROUTE 138 QUEBEC, G3M 1C9	CSC ETABLISSEMENT DONNACONA 1537 ROUTE 138 DONNACONA, QUEBEC, G3M 1C9
CSC ETABLISSEMENT JOLIETTE 400 MARSOLAIS JOLIETTE, QUEBEC, J6E 8V4	CSC ETABLISSEMENT JOLIETTE 400 MARSOLAIS JOLIETTE, QUEBEC, J6E 8V4
CSC BOWDEN INSTITUTE HIGHWAY #2 PO Box 6000 INNISFAIL, AB T4G 1V1	CSC BOWDEN INSTITUTE HIGHWAY #2 INNISFAIL, AB T4G 1V1
CSC FENBROOK INSTITUTION 2000 BEAVER CREEK DRIVE P.O. Box 5000 GRAVENHURST, ON P1P 1Y2	CSC FENBROOK INSTITUTION 2000 BEAVER CREEK DRIVE GRAVENHURST, ON P1P 1Y2
CSC REGIONAL PSYCH CENTRE 2520 CENTRAL AVENUE NORTH PO BOX 9243 SASKATOON, SASKATCHEWAN S7K 3X5	CSC REGIONAL PSYCH CENTRE 2520 CENTRAL AVENUE NORTH PO BOX 9243 SASKATOON, SASKATCHEWAN S7K 3X5
CSC FRONTENAC INSTITUTION 1455 BATH RD PO Box 190 KINGSTON, ON K7L 4V9	CSC FRONTENAC INSTITUTION 1455 BATH RD KINGSTON, ON K7L 4V9
CSC REGIONAL TREATMENT CENTRE 555 KING St WEST, PO Box 22 KINGSTON Ontario K7L 4V7	CSC REGIONAL TREATMENT CENTRE 555 KING St WEST, PO Box 22 KINGSTON Ontario K7L 4V7
CSC JOYCEVILLE INSTITUTION HIGHWAY 15, PO BOX 880 KINGSTON, ONTARIO, K7L 4X9	CSC JOYCEVILLE INSTITUTION HIGHWAY 15 KINGSTON, ONTARIO, K7L 4X9
CSC GRAND VALLEY INSTITUTION 1575 HOMER WATSON BLVD. KITCHENER, ONTARIO N2P 2C5	CSC GRAND VALLEY INSTITUTION 1575 HOMER WATSON BLVD. KITCHENER, ONTARIO N2P 2C5

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CSC EDMONTON INST FOR WOMEN 11151-178TH ST EDMONTON, AB T5S 2H9	CSC EDMONTON INST FOR WOMEN 11151-178TH ST EDMONTON, AB T5S 2H9
CSC MILLHAVEN INSTITUTION HIGHWAY 33, PO BOX 280 BATH, ONTARIO K0H 1G0	CSC MILLHAVEN INSTITUTION HIGHWAY 33 BATH, ONTARIO K0H 1G0
CSC BATH INSTITUTION 5775 BATH RD. PO BOX 1500 BATH, ONTARIO K0H 1G0	CSC BATH INSTITUTION 5775 BATH RD. PO BOX 1500 BATH, ONTARIO K0H 1G0
CSC DRUMHELLER INSTITUTION HIGHWAY #9, PO BOX 3000 DRUMHELLER, ALBERTA T0J 0Y0	CSC DRUMHELLER INSTITUTION HIGHWAY #9 DRUMHELLER, ALBERTA T0J 0Y0
CSC SASKATCHEWAN REGIONAL PHARMACY 2313 HANSELMAN PLACE SASKATOON, SK S7K 3X5	CSC SASKATCHEWAN REGIONAL PHARMACY 2313 HANSELMAN PLACE SASKATOON, SK S7L 6M5

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ANNEX D
REQUISITION ON CONTRACT
 (Note: Will be applicable during the contract period)

REQUISITION ON CONTRACT (ROC)	
1. CONDITIONS	
ALL INVOICES, SHIPPING BILLS AND PACKING SLIPS MUST SHOW THE FOLLOWING AGREEMENT REFERENCE NUMBERS:	
CONTRACT NUMBER:	ROC NUMBER (#_POSTAL CODE):
TO:	DELIVERY DATE:
Contractor:	BALANCE LEFT ON CONTRACT PRIOR TO THIS ROC (Applicable Taxes included):
Address:	VALUE OF THIS REQUISITION ON CONTRACT (ROC) (Applicable Taxes included):
	BALANCE REMAINING ON THE CONTRACT (Applicable Taxes included):

2. REQUIREMENT			
2.1 FOR THE SUPPLY OF GOODS: The Contractor shall be paid firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination) Incoterms 2000, Applicable Taxes extra. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.			
Item #	Description	Quantity	Total
1	Test Strips including glucometers		\$ _____
Total Cost of items			\$ _____
Applicable Taxes			\$ _____
Total cost including Applicable Taxes			\$ _____
DELIVERY DESTINATION(S) Delivery Duty Paid (destination) Incoterms 2000:			
The Contractor shall not charge Canada for any costs exceeding this total price.			
3. APPROVALS			
Contractor	Identified User	Contracting Authority at PWGSC (For any ROC over \$40,000CDN):	
Name:	Name:	Name:	
Signature:	Signature:	Signature:	
Date:	Date:	Date:	

**ANNEX E
PERIODIC USAGE REPORT**

Instructions for submission of Requisition on Contracts usage data. The Contractor must e-mail the information identified below in an electronic spreadsheet in the format below, to the Contracting Authority identified herein.

The report must include as a minimum the following:

- The contract number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The start date and end date for the contract;
- Item description;
- Quantity ordered, Unit price;
- Value of individual ROCs; and
- The total spend per reporting period by Correctional Service of Canada.

Contract	(Insert Contract #)	Start Date of Contract (DD/MM/YYYY)	End Date of Contract (DD/MM/YYYY)
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)

Department	Total Number of all ROCs during reporting period	Total Number of all ROCs to date	Total Dollar Value (\$) of all ROCs during the reporting period	Total Dollar Value (\$\$) of all ROCs to date