

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

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
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet INTERIOR WASTE CONTAINERS	
Solicitation No. - N° de l'invitation W010Z-13G001/A	Date 2013-07-30
Client Reference No. - N° de référence du client W010Z-13-G001	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-122-5004
File No. - N° de dossier HAL-2-68070 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-09-10	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Chinye (HAL), Chukwudi	Buyer Id - Id de l'acheteur hal122
Telephone No. - N° de téléphone (902)496-5476 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE AS PER CALL UP 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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offers
5. 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. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Proactive Disclosure of Contracts with Former Public Servants
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation
11. Priority of Documents
12. Certifications
13. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance Requirements
8. *SACC Manual* Clauses

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Insurance Requirements
- Annex D - Dollar Usage Report Form
- Annex E*- Code of Conduct and Certifications - Related documentation

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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, Insurance Requirements, Dollar Usage Report Form *and* Code of Conduct and Certifications - Related documentation.

2. Summary

Department of National Defence has a requirement for the supply of all labour and equipment required to transport, supply and deliver recycling and waste containers at various locations within Canadian Forces Base (CFB) Halifax, Nova Scotia on as when requested basis in accordance with Annex A- Requirement. This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements.

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2006 (2013-06-01) 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 cinq (5) 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 Nova Scotia.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors 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 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 A, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

1.1.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

- 2.1 An offer must comply with the requirements of the Request for Standing Offers 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 and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C .

If the information is not provided in the offer, 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

Solicitation No. - N° de l'invitation

W010Z-13G001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-68070

Buyer ID - Id de l'acheteur

hal122

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

W010Z-13-G001

CCC No./N° CCC - FMS No/ N° VME

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fourteen (14) calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive (To be determined at Issuance of Standing Offer)..

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2),12 month option periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chukwudi Chinye
Title: Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Region
Address: 1713 Bedford Row

Halifax, Nova Scotia

B3J 1T3

Telephone: 902- 496- 5476

Facsimile: 902- 496- 5016

E-mail address: chukwudi.chinye@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.

4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

4.3 Offeror's Representative (To be completed by Offeror)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail: _____

5. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of Defence , MARLANT or a Delegated Authority.

7. Call-up Procedures

The Identified User will provide the offeror with statement of work required and the Offeror must provide the identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the standing offer. The offeror must not undertake any of the specified work unless and until a call-up is issued by the identified User. The estimated cost stated in the call-up must not be exceed without the specific written authorization of the Identified User.

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$86,250.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of **\$239,130.43** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions (2010A- 2013-04-25-Goods Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Dollar Usage Report form;
- i) Annex E, **Code of Conduct and Certifications - Related documentation**
- j) the Offeror's offer dated _____ (*insert date of offer*).

12. Certifications

12.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

13. 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 Nova Scotia.

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

Section (16) Interest on Overdue Accounts, of (2010A-2013-04-25- Goods (Medium Complexity)) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

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

4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B. Customs duties are included 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.

5.2 Limitation of Price

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

5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

5.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department

A9117C

5.5 Payment by Credit Card

Solicitation No. - N° de l'invitation

W010Z-13G001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-68070

Buyer ID - Id de l'acheteur

hal122

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

W010Z-13-G001

CCC No./N° CCC - FMS No/ N° VME

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

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. Invoices shall be detailed as follows:

- (a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

Formation Construction Engineering
Maritime Forces Atlantic
PO Box 99000 Station Forces
Willow Park, Building #7
Halifax, N.S. B3K 5X5

Each invoice must be supported by:

- a. Call up number
- b. Work Order/Serial Number;
- c. Building number and location
- d. Dates during which work was accomplished.
- e. A detailed description of work performed, with itemized list of materials and labour (a copy of the contractors invoice from their material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included seperately on the invoice.

7. Insurance Requirements

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

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

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

8. SACC Manual Clauses

Estimates M3800C

Canadian Forces Site Regulations

Inspection and Acceptance

A9062C

D5328C

ANNEX "A"

REQUIREMENT

Request a Regional Individual Standing Offer for the supply of recycling and waste containers on an as and when requested basis to various Maritime Forces Atlantic customers.

DELIVERABLES

All containers must comply with the following:

All Containers

- Entire unit and body of unit must be at least 35% post consumer recycled content
- Must comply with all relevant compliance regulations regarding waste receptacles
- Material must be highly durable
- Material must be water proof, leak proof, and not metal
- Material must be resistant to abrasion and corrosive and other chemicals
- Material must be resistant to rodents, fungi and pests.
- Material must be non-toxic
- Material must have optional colours
- All container openings to have appropriate signage for each compartments
- Labeling of containers must be in French and English

Containers with a single sorting compartment

- Lid must be removable or on hinge to allow for easy access for maintenance. Lids to match containers in colour

Containers with multiple sorting compartments in stand-alone units must:

- Have options of between 2, 3, and 4 compartments
- Compartments to be visibly of comparatively equal size
- Must be top or front loading with slot for each compartment
- Lid must be removable or on hinge to allow for easy access for maintenance. Lids to match containers in colour

All other containers must have lids that are removable or on a hinge to allow for easy access for maintenance. All lids to match containers in colour.

CONFIRMATION

1. The vendor is to confirm receipt of order documents and the availability of requested quantities within 4 hours of receipt of the call up document.
2. Urgent requirements may take place by phone or facsimile, and shall be followed by a formal DSS 942, request document.

DELIVERY

Delivery must be completed within 3 weeks of call-up date.

REQUIRED VENDOR INFORMATION

1. Vendor to provide, in writing to N41Vendors@forces.gc.ca, throughout the period of the standing offer:

Order Desk Information:

- a) Employee Name (s)
- b) Phone Number (s)
- c) Fax Number (s)
- d) Cell Phone Number (Optional)
- e) Email (Optional)

2. Vendor to provide, in writing to N41Vendors@forces.gc.ca, throughout the period of the standing offer: the names and phone numbers of two people to contact for after hours orders in the event of an emergency:

Emergency Contact Information:

- a) Employee Name
- b) Phone Number
- c) Cell Phone Number
- a) Employee Name
- b) Phone Number
- c) Cell Phone Number

ANNEX "B"**BASIS OF PAYMENT****Year 1:**

Column 1	Column 2 Item Description	Column 3 Unit of Measurement	Column 4 Estimated Quantity	Column 5 Price per unit	Column 6 Extended Price= (Col 4 x Col 5)
1	Single Compartment Container. <ul style="list-style-type: none"> Width not to exceed 40cm Capacity: 30 gallons Height: Approximately 110cm 	each	10	\$ _____	\$ _____
2	Double Compartment Container <ul style="list-style-type: none"> Width not to exceed 60 cm Capacity: 60 gallons Height: Approximately 115cm 	each	10	\$ _____	\$ _____
3	Triple Compartment Container <ul style="list-style-type: none"> Width not to exceed 60 cm Capacity: 90 gallons Height: Approximately 115cm 	each	10	\$ _____	\$ _____
4	Quadruple Compartment Container <ul style="list-style-type: none"> Width not to exceed 60 cm Capacity: 92 gallons Height: Approximately 115cm 	each	50	\$ _____	\$ _____
5	Recycling Container <ul style="list-style-type: none"> Width not to exceed 60 cm Capacity: 45 Gallons 	each	20	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	<ul style="list-style-type: none"> Height: Approximately 105cm 				
6	<p>Organic Containers</p> <p>Capacity:</p> <ul style="list-style-type: none"> 64 gallons Width not to exceed 58 cm Height: Approximately 107cm Colour: Green 	each	25	\$ _____	\$ _____
7	<p>Organic Containers</p> <ul style="list-style-type: none"> Capacity: 96 gallons Width not to exceed 60cm Height: Approximately 110cm Colour: Green 	each	25	\$ _____	\$ _____
8	<p>Pole Mounted Recycling & Waste Container</p> <ul style="list-style-type: none"> Capacity: 15 gallons 	each	25	\$ _____	\$ _____
9	<p>Organic Food Waste Container</p> <ul style="list-style-type: none"> Capacity: 5.5 gallons 	each	50	\$ _____	\$ _____
10	<p>Cigarette Receptacle Containers-</p> <ul style="list-style-type: none"> Maximum height of container to be between 37 and 40 inches . Must be made of high density polyethylene with ultra violet inhibitors. . Must have a galvanized steel collection bucket inside . Design must restrict oxygen to quickly extinguish burning butts . Must be water resistant . 	each	10	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	<ul style="list-style-type: none"> • Top of container must remove easily to access and empty internal bucket. • Black in colour 				
11	Cigarette Receptacle Containers- <ul style="list-style-type: none"> • Maximum height of container to be between 42 and 46 inches . • Must be made of high density polyethylene with ultra violet inhibitors. • Must have a galvanized steel collection bucket inside . • Design must restrict oxygen to quickly extinguish burning butts . • Must be water resistant . • Top of container must remove easily to access and empty internal bucket . • Black in colour 	each	10	\$ _____	\$ _____
12	Salt Boxes <ul style="list-style-type: none"> • Must be able to hold 5 bags of salt, sand, or ice melt. • Dimensions Approximately (L,W,H): 84cm, 58cm, 68cm 	each	20	\$ _____	\$ _____
13	Salt Boxes <ul style="list-style-type: none"> • Must be able to hold 10 bags of salt, sand, or ice melt. • Dimensions Approximately (L,W,H): 84cm, 86cm, 68cm 	each	20	\$ _____	\$ _____
14	Recycling containers	each	25	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	with lid <ul style="list-style-type: none"> • Size: 20 to 25 gallons Dimensions approximately (L,W,H): 39cm, 36cm, 84cm • Must contain connector kits 				
15	Top Loading Recycling Station with lid and backboard <ul style="list-style-type: none"> • Size: 29 gallon • Height must not exceed 150 cm with back board • Width: Approximately 40cm 	each	10	\$ _____	\$ _____
16	Large Top Loading Recycling Station with lid and backboard <ul style="list-style-type: none"> • Size: 58 gallon • Height must not exceed 150 cm with back board • Width: Approximatley 80cm 	each	10	\$ _____	\$ _____
17	Large Top Loading Recycling Station with lid and backboard <ul style="list-style-type: none"> • Size: 87 gallon • Height must not exceed 150 cm with back board • Width: Approximately 118cm 	each	10	\$ _____	\$ _____
18	Large Top Loading Recycling Station with lid and backboard <ul style="list-style-type: none"> • Size: 116 gallons • Height must not exceed 150 cm with back board • Width: Approximately 157cm 	each	10	\$ _____	\$ _____
19	Large Top Loading Recycling Station with lid and backboard	each	10	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	<ul style="list-style-type: none"> • Size: 145 gallon • Height must not exceed 150 cm with back board • Width: Approximatley 198cm 				
20	Slant Top Recycling Station <ul style="list-style-type: none"> • Size: 42 gallon • Height must not exceed 126 cm • Width:Approximatley 63.5cm 	each	10	\$ _____	\$ _____
21	Slant Top Recycling Station <ul style="list-style-type: none"> • Size: 84 gallon • Height must not exceed 126 cm • Width Approximately 122cm 	each	10	\$ _____	\$ _____
22	Slant top Recycling Station with lid <ul style="list-style-type: none"> • Size:126 gallon • Height must not exceed 126cm • Width: Approximately 180 cm 	each	10	\$ _____	\$ _____
23	Slant Top Recycling Station with lid <ul style="list-style-type: none"> • Size: 168 cm • Height must not exceed 126cm • Width: Approximately 239 cm 	each	10	\$ _____	\$ _____
Total Year 1:					\$ _____

Option year 1:

Column 1	Column 2 Item Description	Column 3 Unit of Measurement	Column 4 Estimated Quantity	Column 5 Price per unit	Column 6 Extended Price= (Col 4 x Col 5)
1	Single Compartment Container. <ul style="list-style-type: none"> • Width not to exceed 40cm • Capacity: 30 gallons • Height: Approximately 110cm 	each	10	\$ _____	\$ _____
2	Double Compartment Container <ul style="list-style-type: none"> • Width not to exceed 60 cm • Capacity: 60 gallons • Height: Approximately 115cm 	each	10	\$ _____	\$ _____
3	Triple Compartment Container <ul style="list-style-type: none"> • Width not to exceed 60 cm • Capacity: 90 gallons • Height: Approximately 115cm 	each	10	\$ _____	\$ _____
4	Quadruple Compartment Container <ul style="list-style-type: none"> • Width not to exceed 60 cm • Capacity: 92 gallons • Height: Approximately 115cm 	each	50	\$ _____	\$ _____
5	Recycling Container <ul style="list-style-type: none"> • Width not to exceed 60 cm • Capacity: 45 Gallons 	each	20	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	<ul style="list-style-type: none"> Height: Approximately 105cm 				
6	<p>Organic Containers Capacity:</p> <ul style="list-style-type: none"> 64 gallons Width not to exceed 58 cm Height: Approximately 107cm Colour: Green 	each	25	\$ _____	\$ _____
7	<p>Organic Containers</p> <ul style="list-style-type: none"> Capacity: 96 gallons Width not to exceed 60cm Height: Approximately 110cm Colour: Green 	each	25	\$ _____	\$ _____
8	<p>Pole Mounted Recycling & Waste Container</p> <ul style="list-style-type: none"> Capacity: 15 gallons 	each	25	\$ _____	\$ _____
9	<p>Organic Food Waste Container</p> <ul style="list-style-type: none"> Capacity: 5.5 gallons 	each	50	\$ _____	\$ _____
10	<p>Cigarette Receptacle Containers-</p> <ul style="list-style-type: none"> Maximum height of container to be between 37 and 40 inches . Must be made of high density polyethylene with ultra violet inhibitors. . Must have a galvanized steel collection bucket inside . Design must restrict oxygen to 	each	10	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	<p>quickly extinguish burning butts -</p> <ul style="list-style-type: none"> • Must be water resistant - • Top of container must remove easily to access and empty internal bucket- • Black in colour 				
11	<p>Cigarette Receptacle Containers-</p> <ul style="list-style-type: none"> • Maximum height of container to be between 42 and 46 inches - • Must be made of high density polyethylene with ultra violet inhibitors.- • Must have a galvanized steel collection bucket inside - • Design must restrict oxygen to quickly extinguish burning butts - • Must be water resistant - • Top of container must remove easily to access and empty internal bucket - • Black in colour 	each	10	\$ _____	\$ _____
12	<p>Salt Boxes</p> <ul style="list-style-type: none"> • Must be able to hold 5 bags of salt, sand, or ice melt. • Dimensions Approximately (L,W,H): 84cm, 58cm, 68cm 	each	20	\$ _____	\$ _____
13	<p>Salt Boxes</p> <ul style="list-style-type: none"> • Must be able to hold 10 bags of 	each	20	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	<p>salt, sand, or ice melt.</p> <ul style="list-style-type: none"> • Dimensions Approximately (L,W,H): 84cm, 86cm, 68cm 				
14	<p>Recycling containers with lid</p> <ul style="list-style-type: none"> • Size: 20 to 25 gallons • Dimensions approximately (L,W,H): 39cm, 36cm, 84cm • Must contain connector kits 	each	25	\$ _____	\$ _____
15	<p>Top Loading Recycling Station with lid and backboard</p> <ul style="list-style-type: none"> • Size: 29 gallon • Height must not exceed 150 cm with back board • Width: Approximately 40cm 	each	10	\$ _____	\$ _____
16	<p>Large Top Loading Recycling Station with lid and backboard</p> <ul style="list-style-type: none"> • Size: 58 gallon • Height must not exceed 150 cm with back board • Width: Approximatley 80cm 	each	10	\$ _____	\$ _____
17	<p>Large Top Loading Recycling Station with lid and backboard</p> <ul style="list-style-type: none"> • Size: 87 gallon • Height must not exceed 150 cm with back board • Width: Approximately 118cm 	each	10	\$ _____	\$ _____
18	<p>Large Top Loading Recycling Station with lid and backboard</p> <ul style="list-style-type: none"> • Size: 116 gallons 	each	10	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	<ul style="list-style-type: none"> • Height must not exceed 150 cm with back board • Width: Approximately 157cm 				
19	<p>Large Top Loading Recycling Station with lid and backboard</p> <ul style="list-style-type: none"> • Size: 145 gallon • Height must not exceed 150 cm with back board • Width: Approximately 198cm 	each	10	\$ _____	\$ _____
20	<p>Slant Top Recycling Station</p> <ul style="list-style-type: none"> • Size: 42 gallon • Height must not exceed 126 cm • Width: Approximately 63.5cm 	each	10	\$ _____	\$ _____
21	<p>Slant Top Recycling Station</p> <ul style="list-style-type: none"> • Size: 84 gallon • Height must not exceed 126 cm • Width: Approximately 122cm 	each	10	\$ _____	\$ _____
22	<p>Slant top Recycling Station with lid</p> <ul style="list-style-type: none"> • Size: 126 gallon • Height must not exceed 126cm • Width: Approximately 180 cm 	each	10	\$ _____	\$ _____
23	<p>Slant Top Recycling Station with lid</p> <ul style="list-style-type: none"> • Size: 168 cm • Height must not exceed 126cm • Width: Approximately 239 cm 	each	10	\$ _____	\$ _____
Total Option Year 1:					\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

Option Year 2:

Column 1	Column 2 Item Description	Column 3 Unit of Measurement	Column 4 Estimated Quantity	Column 5 Price per unit	Column 6 Extended Price= (Col 4 x Col 5)
1	Single Compartment Container. <ul style="list-style-type: none"> • Width not to exceed 40cm • Capacity: 30 gallons • Height: Approximately 110cm 	each	10	\$ _____	\$ _____
2	Double Compartment Container <ul style="list-style-type: none"> • Width not to exceed 60 cm • Capacity: 60 gallons • Height: Approximately 115cm 	each	10	\$ _____	\$ _____
3	Triple Compartment Container <ul style="list-style-type: none"> • Width not to exceed 60 cm • Capacity: 90 gallons • Height: Approximately 115cm 	each	10	\$ _____	\$ _____
4	Quadruple Compartment Container <ul style="list-style-type: none"> • Width not to exceed 60 cm • Capacity: 92 gallons • Height: Approximately 115cm 	each	50	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

5	Recycling Container <ul style="list-style-type: none"> Width not to exceed 60 cm Capacity: 45 Gallons Height: Approximately 105cm 	each	20	\$ _____	\$ _____
6	Organic Containers Capacity: <ul style="list-style-type: none"> 64 gallons Width not to exceed 58 cm Height: Approximately 107cm Colour: Green 	each	25	\$ _____	\$ _____
7	Organic Containers <ul style="list-style-type: none"> Capacity: 96 gallons Width not to exceed 60cm Height: Approximately 110cm Colour: Green 	each	25	\$ _____	\$ _____
8	Pole Mounted Recycling & Waste Container <ul style="list-style-type: none"> Capacity: 15 gallons 	each	25	\$ _____	\$ _____
9	Organic Food Waste Container <ul style="list-style-type: none"> Capacity: 5.5 gallons 	each	50	\$ _____	\$ _____
10	Cigarette Receptacle Containers- <ul style="list-style-type: none"> Maximum height of container to be between 37 and 40 inches . Must be made of high density polyethylene with ultra violet inhibitors. . Must have a galvanized steel 	each	10	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	<ul style="list-style-type: none"> collection bucket inside . • Design must restrict oxygen to quickly extinguish burning butts . • Must be water resistant . • Top of container must remove easily to access and empty internal bucket. • Black in colour 				
11	<p>Cigarette Receptacle Containers-</p> <ul style="list-style-type: none"> • Maximum height of container to be between 42 and 46 inches . • Must be made of high density polyethylene with ultra violet inhibitors. • Must have a galvanized steel collection bucket inside . • Design must restrict oxygen to quickly extinguish burning butts . • Must be water resistant . • Top of container must remove easily to access and empty internal bucket . • Black in colour 	each	10	\$ _____	\$ _____
12	<p>Salt Boxes</p> <ul style="list-style-type: none"> • Must be able to hold 5 bags of salt, sand, or ice melt. • Dimensions Approximately (L,W,H): 84cm, 58cm, 68cm 	each	20	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

13	<p>Salt Boxes</p> <ul style="list-style-type: none"> • Must be able to hold 10 bags of salt, sand, or ice melt. • Dimensions Approximately (L,W,H): 84cm, 86cm, 68cm 	each	20	\$ _____	\$ _____
14	<p>Recycling containers with lid</p> <ul style="list-style-type: none"> • Size: 20 to 25 gallons • Dimensions approximately (L,W,H): 39cm, 36cm, 84cm • Must contain connector kits 	each	25	\$ _____	\$ _____
15	<p>Top Loading Recycling Station with lid and backboard</p> <ul style="list-style-type: none"> • Size: 29 gallon • Height must not exceed 150 cm with back board • Width: Approximately 40cm 	each	10	\$ _____	\$ _____
16	<p>Large Top Loading Recycling Station with lid and backboard</p> <ul style="list-style-type: none"> • Size: 58 gallon • Height must not exceed 150 cm with back board • Width: Approximatley 80cm 	each	10	\$ _____	\$ _____
17	<p>Large Top Loading Recycling Station with lid and backboard</p> <ul style="list-style-type: none"> • Size: 87 gallon • Height must not exceed 150 cm with back board • Width: Approximately 118cm 	each	10	\$ _____	\$ _____
18	<p>Large Top Loading</p>	each	10	\$ _____	\$ _____

W010Z-13G001/A

hal122

W010Z-13-G001

HAL-2-68070

	Recycling Station with lid and backboard <ul style="list-style-type: none"> • Size: 116 gallons • Height must not exceed 150 cm with back board • Width: Approximately 157cm 				
19	Large Top Loading Recycling Station with lid and backboard <ul style="list-style-type: none"> • Size: 145 gallon • Height must not exceed 150 cm with back board • Width: Approximately 198cm 	each	10	\$ _____	\$ _____
20	Slant Top Recycling Station <ul style="list-style-type: none"> • Size: 42 gallon • Height must not exceed 126 cm • Width: Approximately 63.5cm 	each	10	\$ _____	\$ _____
21	Slant Top Recycling Station <ul style="list-style-type: none"> • Size: 84 gallon • Height must not exceed 126 cm • Width Approximately 122cm 	each	10	\$ _____	\$ _____
22	Slant top Recycling Station with lid <ul style="list-style-type: none"> • Size: 126 gallon • Height must not exceed 126cm • Width: Approximately 180 cm 	each	10	\$ _____	\$ _____
23	Slant Top Recycling Station with lid <ul style="list-style-type: none"> • Size: 168 cm • Height must not exceed 126cm 	each	10	\$ _____	\$ _____

Solicitation No. - N° de l'invitation

W010Z-13G001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal122

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

W010Z-13-G001

File No. - N° du dossier

HAL-2-68070

CCC No./N° CCC - FMS No/ N° VME

	• Width: Approximately 239 cm				
Total Option Year 2:					\$_____

Total Amount = Total (Year 1) + Total (Option Year 1) + Total (Option Year 2) =
\$_____

The Total amount will be the amount that will be considered during evaluation of all bids tendered

ANNEX "C"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

W010Z-13G001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-2-68070

Buyer ID - Id de l'acheteur

hal122

CCC No./N° CCC - FMS No/ N° VME

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

W010Z-13-G001

ANNEX "E"

Code of Conduct and Certifications - Related documentation

Offeror's List of Directors below: Please provide a list of names of all individuals who are currently Directors in accordance with **PART 5-CERTIFICATION**.

Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.



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 a director of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque individu qui est actuellement un administrateur 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 and maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

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

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

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

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

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

B	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 légaux, sobriquets)

Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)
---	---

**Current Permanent Residential Information
Information résidentielle permanente actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
----------------------------------	-------------------------	-----------------------------

City - Ville	Province/State - État
--------------	-----------------------

Country - Pays	Postal Code/Zip Code - Code postal/Code zip
----------------	---

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

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
---	---