

**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 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**

Commercial Acquisitions & Fast Track Procurement  
Div/Div des Acquisitions commerciales et achats en régime  
accéléré

11 Laurier St. / 11 rue Laurier  
6B3, Place du Portage

Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> CARTON POUR CHEMISES	
<b>Solicitation No. - N° de l'invitation</b> 21C31-143522/A	<b>Date</b> 2013-11-07
<b>Client Reference No. - N° de référence du client</b> 21C31-14-3522	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PD-032-63849
<b>File No. - N° de dossier</b> pd032.21C31-143522	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-11-25</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Swanson, Manon	<b>Buyer Id - Id de l'acheteur</b> pd032
<b>Telephone No. - N° de téléphone</b> (819)956-7304 ( )	<b>FAX No. - N° de FAX</b> (819)956-5454
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SERVICE CORRECTIONNEL DU CANADA CORCAN - ÉTABLISSEMENT LA MACAZA 321 CHEMIN DE L'AEROPORT LA MACAZA Québec J0T 1R0 Canada	
<b>Security - Sécurité</b> 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**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **Request for Standing Offers (RFSO)**

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## **B. RESULTING CONTRACT CLAUSES**

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- Annex A - Requirement and basis of pricing  
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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security 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 basis of pricing and CSC 1279 forms

### **2. Summary**

Request for standing offer (RISO) to provide, upon request, various quantities carboard (Springhill) for the Correctional Service of Canada's, CORCAN- La Macaza (Qc), for one year starting January 2014 to January 2015 according to the description attached in Annex A.

#### **2.1 Trade agreements**

Further to Article 1802 of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT), do not apply to this procurement. The requirement is subject to a preference for Canadian goods and/or services."

### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting

### 4. Debriefings

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: eighty (80) days

#### 1.1 SACC Manual Clauses

B4024T	No substitute Products	06/08/15
M1004T	Materiel	25/05/07

### 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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

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### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five(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 Québec**

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.

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## **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 (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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### **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.

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

### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### **1.1. Technical Evaluation**

Offers will be assessed in accordance with the technical compliance detailed in Annex A - and every characteristics detailed in the Request for Standing Offer

#### **1.2 Financial Evaluation**

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Canadian customs duties and excise taxes included. DDP (Delivery Duty Paid),

### **2. Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the \*lowest evaluated price will be recommended for issuance of a standing offer.

\* The lowest price will be determined by the total value of the unit prices quoted applied to the estimated quantities

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

## 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 that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [HRSDC-Labour's](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## 2. **Additional Certifications Precedent to Issuance of a Standing Offer**

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

### 2.1 **Canadian Content Certification**

#### 2.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offers, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

#### **The Offeror certifies that:**

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

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## **PART 6 - SECURITY**

### **1. Security Requirement**

Contractor personnel shall submit to a local verification of identity / information by Correctional Service Canada, prior to admittance to the facility / site. Correctional Service Canada reserves the right to deny access to any facility / site part thereof of any Contractor personnel, at any time.

All the contractor's employees and sub-contractors who will need access to the CSC institutions must complete the CSC-SCC 1279 form. The CSC reserves the right to refuse access to contractor employees who do not meet the CSC's minimum security standards. No monetary compensation will be provide to the supplier for employees who are refuse access.(See Annex B)

## **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" and other related Annexes.

#### **2. Security Requirement**

Voir Partie 6

#### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions 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**

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

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from January 2014 to January 2015

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Manon Swanson  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: CCPD

Telephone: 819-56-7304  
Facsimile: 819-956-5454  
E-mail address: [manon.swanson@pwgsc-tpsgc.gc.ca](mailto:manon.swanson@pwgsc-tpsgc.gc.ca)

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

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## 5.2 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.

## 5.3 Offeror's Representative

General enquiries :

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Delivery follow-up

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:  
Correctional Services Canada - CORCAN - Etablissement La Macaza

## 7. Call-up Instrument

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

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$ 40,000.00** (Applicable Taxes included).

## 9. Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 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.

## 10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (19-11-2012), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A; (25-04-2013)
- f) Annex A, Requirement and pricing
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable.*)

## 11. Certifications

### 11.1 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.

### 11.2 SACC Manual Clauses

M3060C Canadian Content Certification 2008-05-12

## 12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the offeror in its offer, if applicable.*)

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

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery shall be made within 10 days from receipt of a call-up against the Standing Offer

### 4. Payment

#### 4.1 Limitation of Price

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

#### 4.2 Multiple Payments

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

#### 4.3 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

*(Use this clause if more than one credit card are accepted)*

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

### 5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

A. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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## 5.1 SACC Manual clauses

### SACC

Manual clause	Section	Date
A9068C	Government Site Regulations	11/01/2010
G1005C	Insurance	12/05/2008

**ANNEX "A"**  
Requirement and Pricing

Item	DESCRIPTION	Estimated quantity	Unit Price
1	Tag Cardboard (Springhill ) white for archives, acid free, no post-consumer fiber, 150 lb, thickness approx. 0.118 <b>in roll</b> 58 inches in diameter, 14.75 inches wide and 3-inch core.  Proposed cardboard : _____ _____ _____	30 000 lb.	_____ \$/100 lb.
2	Tag cardboard (Springhill) white or colour, 11.50 Cal, size 24 inches by 36 inches  Proposed cardboard : _____ _____ _____	25 000 sheets	_____ \$/ 1000 sheets
3	Tag cardboard (Springhill) white or colour, 13 Cal, size 24 inches by 36 inches  Proposed cardboard : _____ _____ _____	30 000 sheets	_____ \$/1000 sheets
4	Tag cardboard (Springhill) white or colour, 15 Cal, size 24 inches by 36 inches  Proposed cardboard : _____ _____ _____	15 000 sheets	_____ \$/1000 sheets
5	Recycled paper #60 (Encore) sand los 68M, size 18 inches by 30 inches	160 000 sheets	_____ \$/1000 sheets
	Any other product from the supplier representing 15% of the standing offer may be purchased with a :  <i>Note : The discount offered will not be taken into account in the financial evaluation</i>		Discount of _____ %

A variation in the quantities of no more than 10% for all the items will be accepted on each order.

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**Delivery:** 8:00 to 10:50 a.m. and 12:45 to 3:15 p.m. weekdays only

**IMPORTANT:**

Since La Macaza Institution does not have an unloading dock, the rolls must be delivered on pallets at the front of the box or loaded so that they can be rolled to unload them.

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## ANNEX B CSC -SCC 1279 FORMS

	Correctional Service Canada	Service correctionnel Canada	<b>PROTECTED</b> PROTÉGÉ <b>B</b>	ONCE COMPLETED UNE FOIS REMPLI		
<b>INSTITUTIONAL ACCESS</b> <b>CPIC CLEARANCE REQUEST</b>		<b>ACCÈS À UN ÉTABLISSEMENT</b> <b>DEMANDE DE VÉRIFICATION</b> <b>DU DOSSIER AU CIPC</b>		<b>PUT AWAY ON FILE – CLASSER AU DOSSIER</b> ADMINISTRATIVE OR OPERATIONAL FILE DOSSIER ADMINISTRATIF OU OPERATIONNEL ▶ Original = 3170-12		
▶ PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES						
Institution – Établissement		Request received Demande reçue le	Date (YYAA-MM-DJ)	<b>PUT AWAY ON FILE</b> <b>CLASSER AU DOSSIER</b> ▶ <b>3170-12</b>		
<b>A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS</b>						
Surname Nom de famille		Full name (no nicknames or initials) Nom au complet (pas de surnoms ou d'initiales)		Maiden name (if applicable) Nom de jeune fille (s'il y a lieu)		
Date of birth Date de naissance (YYAA-MM-DJ)	Place of birth – Lieu de naissance City/Town – Ville ou municipalité	Province/State – Province ou état		Country – Pays		
<b>B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE</b>						
<input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color Couleur des cheveux	
<b>C. ADDRESS – ADRESSE</b>						
Street – Rue	City/Town – Ville ou municipalité	Province	Postal Code - Code postal	Telephone number – Numéro de téléphone Home – Domicile   Work – Bureau		
Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)						
<b>D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX</b>						
Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?						
1.				<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?						
2.		If so, provide names - Si oui, fournir son nom		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?						
3.				<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?						
4.				<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	
If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.						
▶						
<b>E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)</b> <b>(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)</b>						
In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service. NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.						
En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service. NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.						
Applicant's signature – Signature du demandeur				Date (YYAA-MM-DJ)		
▶						
<b>F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC</b>						
Reason for clearance – Motif justifiant la demande d'accès						
Department making the request (please print) Unité qui soumet la demande (en lettres moules s.v.p.)		Signature of Division Head Signature du chef de la division		Date (YYAA-MM-DJ)		
<input type="checkbox"/> No criminal record Aucun casier judiciaire		<input type="checkbox"/> A possible criminal record #: Numéro du casier judiciaire		Last entry: Dernière entrée : ▶		
<input type="checkbox"/> An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance :		▶				
<b>SIGNATURES</b>						
▶ <input type="checkbox"/> Approved Approuvée		<input type="checkbox"/> Not approved Non approuvée		The individual has been advised. – Le demandeur a été informé de la décision. ▶ <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non	By: Par :
Security Intelligence Officer Agent de renseignements de sécurité	Date (YYAA-MM-DJ)	Institutional Head Directeur de l'établissement	Date (YYAA-MM-DJ)	Visit Review Board Comité des visites	Date (YYAA-MM-DJ)	
▶						
CSC/SCC 1279 (R-05-12) (Word Version) XP						