



A1. DEPARTMENTAL REPRESENTATIVE

Melissa Thompson
 Senior Procurement and Contracting Specialist
 Material and Asset Management Division
 Health Canada
 Telephone: 613-948-4736
 Fax: 613-941-2645
 E-Mail: melissa.thompson@hc-sc.gc.ca

**Request for Standing Offer (RFSO)
 Best Value (Point Rated)**

for

Performance of the Work described in Appendix "A" – Statement of Work of the draft Standing Offer.

A2. TITLE Establishment of Multiple Standing Offer Agreements (SOAs) related to Microbiological analysis of drinking water.	
A3. SOLICITATION NUMBER 1000153704	A4. DATE December 23, 2013
A5. RFSO DOCUMENTS 1. Request for Proposals (RFSO) title page 2. Submission Requirements and Evaluations (Section "I") 3. Price Proposal/Employment Equity Certification (Section "II") 4. General Instructions (Section "IIP") 5. Statement of Work (Appendix "A") 6. The attached draft Standing Offer In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.	
A6. PROPOSAL DELIVERY In order for the proposal to be valid, it must be received no later than 1500 on February 4th, 2014 (Eastern time) referred to herein as the "Closing Date". Proposal are to be sent ONLY to the following address: Health Canada/Public Health Agency of Canada (PHAC) - Bid Receiving Unit Federal Records Building #18 Loading Docks, 161 Goldenrod Driveway Tunney's Pasture Ottawa, ON K1A 0K9 CANADA Attention: Melissa Thompson Telephone: 6139484736 Solicitation #: 1000153704 Proposals sent by fax, telex, e-mail or telegraphic means will not be accepted All proposals must be time stamped at the Bid Receiving Unit. Proponents should ensure that their name, address, Closing Date, and solicitation number is clearly marked on their envelopes or parcels.	
A7. PROPOSAL CONTENT Proposal must be structured in the following manner: <ul style="list-style-type: none"> • One (1) copy of a Covering Letter, signed by an authorized representative of the proponent; • Three (3) copies of the Technical Proposal; • One (1) copy of Section "II" – "Price Proposal/Employment Equity Certification" including all the information required in section SR3 sealed in a separate envelope marked "Price Proposal". No price or cost information is to appear on the Covering Letter and Technical Proposal. Failure to comply will result in the entire proposal being declared non-compliant and rejected from further consideration.	
A8. VALIDITY OF PROPOSAL Proposals must remain open for acceptance for a period of not less than One hundred and twenty (120) calendar days after the Closing Date.	
A9. ENQUIRIES All enquiries or issues concerning this RFSO must be submitted in writing to the Departmental Representative defined in A1 no later than ten (10) calendar days prior to the Closing Date and Time in order to allow sufficient time to provide a response.	
A10. BIDDERS CONFERENCE / SITE VISITS There will be no bidders conference for this RFSO	
A11. STANDING OFFER DOCUMENTS The draft Standing Offer which the selected Proponent will be expected to execute is included with this RFSO. Proponents are advised to review it in detail and identify any problematic clauses to the Departmental Representative defined in A1 in accordance with A9 - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Standing Offer Documents.	

SECTION "I" – SUBMISSION REQUIREMENTS AND EVALUATIONS**SR1 INTRODUCTION****1.1 Request For Standing Offer**

1.1.1 Her Majesty is inviting Proponents, by issuance of this Request for Standing Offer (RFSO), to establish Standing Offer(s) (SO) for the provision of Services described in the Statement of Work - Appendix "A" attached herein, hereinafter referred to as the "Work", on an "as and when requested" basis for Three (3) years with the provision to extend the Standing Offer period for two (2) additional one-year periods.

1.1.2 Past business volume has been estimated at \$90,000 per year. This is not to be interpreted as a commitment on the part of Her Majesty for future business requirements.

1.2 Standing Offer (SO)

1.2.1 A Standing Offer (SO) is not a Contract. It is an offer made by an Offeror (a Supplier or a Provider) for the provision of certain Services to clients at prearranged prices or a prearranged pricing basis, under set terms and conditions. A standing offer is open for acceptance by authorized user(s) on behalf of Canada during a specified period of time. A separate Contract is formed each time a call-up for the provision of Goods and/or Services is made against a Standing Offer.

1.3 Standing Offer Process

1.3.1 The Standing Offer method of supply is essentially a two Phase procurement process.

1.3.2 Phase I is the issuance of an RFSO to Suppliers, and the issuance, following evaluation of the offers received in response to the RFSO in accordance with the terms and conditions of the RFSO, of one or more SOs to Qualified Supplier(s).

1.3.3 Once the Qualified Supplier has been established and an appropriate Standing Offer entered into with the Qualified Supplier, Phase II begins through the issuance of separate Call-Ups, on an as-and-when-requested basis for the required Services in accordance with the terms and conditions of the Standing Offers and Her Majesty's procurement policies. These Call-Ups form a contractual agreement between Her Majesty and the Qualified Supplier for the Services offered.

1.3.4 The Standing Offer will be available for use upon signature by Her Majesty and will be effective on the same date. A Supplier will be considered to have been added to the Qualified Suppliers list upon signature of the Standing Offer. The issuance of Standing Offers does not oblige Canada to issue Call-Ups to Contract for any of the Services described in SOs or to spend any monies whatsoever.

1.3.5 Allocation of Work

The Method of Allocation is based on the "Right of First Refusal". Requests for solicitation of bid submissions from more than one Supplier are NOT permitted under method of allocation for this Standing Offer.

Provision will be made for the placing of Call-ups on a sole source basis provided they meet Government Contract Regulations (GCR) up to a maximum of \$25,000.00. (including GST/HST).

1.3.6 Due to the anticipated volume of work to be completed, and the relatively short time lines, the Agency has determined that it will acquire these services through the establishment of up to three (3) Standing Offer Agreement's (SOA's) nationally with qualified firms.

SR2 MANDATORY CRITERIA

This section outlines the information Proponents are required to submit. To qualify, Proponents must meet the mandatory requirements set out in SR2.1. Proposals not meeting the Mandatory Requirements will not be given any further consideration. Submissions meeting the Mandatory Requirements shall be evaluated according to the criteria and point rating set out in SR2.2 – Technical

Proposal and SR3 – Price Proposal. Should Her Majesty elect to proceed with a Standing Offer, the Proponent with the highest overall score (technical and price) will be awarded the Standing Offer.

The evaluation will be based solely on the content of the responses and any correctly submitted amendments. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents' qualifications other than that supplied pursuant to this RFSO.

2.1 MANDATORY CRITERIA

Proponents must meet all the mandatory requirements described below for the city in which they are submitting a bid to. This will be evaluated as either "Yes" or "No". Proposals not receiving "Yes" for any mandatory requirement will be considered non-compliant and will not be considered further.

M1

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.				
Criteria				
Accreditation. Bidder must possess a valid accreditation from an:				
Acceptable accreditation bodies are the Canadian Association for Laboratory Accreditation Inc (CALA) formerly known as the Canadian Association for Environmental Analytical Laboratories (CAEAL), the Standard Canadian Council (SCC) and \ or other accreditation bodies recognized under Mutual Recognition Arrangements from the International Laboratory Accreditation Cooperation (ILAC) and \ or The Programme d'accréditation des laboratoires d'analyse environnementales (PALAE) from the Province of Québec and \ or licenced \ approved by Provincial \ Territorial body.				
The technical proposal must include a copy for each of their regional laboratory facilities of the relevant accreditation.				
		Page #	Yes	No
1	St-John's, Newfoundland			
2	Moncton, New-Brunswick			
3	Halifax, Nova Scotia			
4	Montréal, Québec			
5	Québec, Québec			
6	Ottawa, Ontario			
7	Toronto, Ontario			
8	Winnipeg, Manitoba			
9	Regina, Saskatchewan			
10	Calgary, Alberta			
11	Edmonton, Alberta			
12	Vancouver, British-Colombia			
13	Victoria, British-Colombia			

TECHNICAL PROPOSAL (70%)

Proposals will be evaluated by allocating points for the type of services and where these services could be delivered.

R1**MICROBIOLOGICAL ANALYSIS OF DRINKING WATER****Attention Bidders:**

Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

Criteria:

The bidder must demonstrate its capability to deliver drinking water analysis for the analytes described in the TABLE below for the following sites. One (1) point will be awarded per city for a total of 13 points.

Parameter							
	Please mark a yes or no	EC	TC	HPC	EC	TC	HPC
		Qualitative (Presence \ Absence)			Quantitative		
1	St-John's, Newfoundland						
2	Moncton, New-Brunswick						
3	Halifax, Nova Scotia						
4	Montréal, Québec						
5	Québec, Québec						
6	Ottawa, Ontario						
7	Toronto, Ontario						
8	Winnipeg, Manitoba						
9	Regina, Saskatchewan						
10	Calgary, Alberta						
11	Edmonton, Alberta						
12	Vancouver, British-Colombia						
13	Victoria, British-Colombia						
	Total Points	13	13	13	13	13	13

R2

SHIPPING AND RECEIVING		
Attention Bidders:		
Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.		
Criteria:		
The bidder must demonstrate it has shipping and pick up agreements with a service courier. One (1) point will be awarded per city for a total of 13 points.		
		Shipping and receiving (please state yes or no)
1	St-John's, Newfoundland	
2	Moncton, New-Brunswick	
3	Halifax, Nova Scotia	
4	Montréal, Québec	
5	Québec, Québec	
6	Ottawa, Ontario	
7	Toronto, Ontario	
8	Winnipeg, Manitoba	
9	Regina, Saskatchewan	
10	Calgary, Alberta	
11	Edmonton, Alberta	
12	Vancouver, British-Colombia	
13	Victoria, British-Colombia	
	Total points	13

R3

PROFICIENCY INFORMATION			
Attention Bidders: Write beside each of the criteria the relevant page number (s) from your proposal which addresses the requirement identified in the criteria			
Criteria: The bidder must demonstrate its participation in Proficiency Testing (PT) program. The following Proficiency Testing test groups are defined in the CALA \ CAEAL program description document P02 (Rev 6.7 \ June 2008). The bidder must provide a copy of its last two (i.e. 2008) proficiency testing reports. One (1) point will be awarded per city for a total of 13 points.			
		Parameter	
	Please state yes or no	Microbiology (C05A)	Microbiology Presence / Absence (C05B)
1	St-John's, Newfoundland		
2	Moncton, New-Brunswick		
3	Halifax, Nova Scotia		
4	Montréal, Québec		
5	Québec, Québec		
6	Ottawa, Ontario		
7	Toronto, Ontario		
8	Winnipeg, Manitoba		
9	Regina, Saskatchewan		
10	Calgary, Alberta		
11	Edmonton, Alberta		
12	Vancouver, British-Colombia		
13	Victoria, British-Colombia		
	Total Points	13	13

Point Summary

ITEM	Maximum points	Points obtained
R1 Drinking water Microbiological qualitative analysis capability	39	
R1 Drinking water Microbiological quantitative analysis capability	39	
R2 Shipping and receiving	13	
R3 Proficiency Testing Microbiology (C05A)	13	
R3 Proficiency Testing Microbiology Presence / Absence (C05B)	13	
Total	117	

SR3 PRICE PROPOSAL (30%)

- 3.1 All the information required in section SR3 must appear on Section "II" - Price Proposal/Certification ONLY and sealed in a separate envelope marked "Price Proposal".** Failure to comply will result in the proposal being declared non-compliant and rejected from further consideration. Price Proposals will only be opened after the evaluation of the Technical Proposal is completed. If it becomes clear that the Price Proposal Score would not alter the standing of any proposal, that Price Proposal envelope will NOT be opened.

3.2 Price Evaluation

Bidders to provide cost to perform the following analyses:

Number of sample	Microbiological parameters (Quantitative determination)	Cost (\$\$. \$\$)
1	<i>E. Coli</i> Total Coliform Heterotrophic Plate Count	

FINANCIAL PROPOSAL – INITIAL YEAR FIX UNIT RATES FROM JANUARY 1st, 2014 TO DECEMBER 31st, 2014

COST PER ANALYTE							
Note: Response times are taken to be the time from receipt of the sample at the laboratory to the time when results are provided to Health Canada and The Public Health Agency of Canada do not include shipping times			Cost	Premium surcharge to have analysis done			
				within 24 h	within 48 h	Saturday	Sunday
			\$\$.\$				
DRINKING WATER MICROBIOLOGICAL							
1	Quantitative	<i>E. Coli</i>					
2	Quantitative	Total coliform					
3	Quantitative	Heterotrophic Plate count					
4	Qualitative*	<i>E. Coli</i>					
5	Qualitative*	Total coliform					
6	Qualitative*	Heterotrophic Plate count					
* = Presence or Absence							

COST INCREASE FOR ADDITIONAL & OPTIONAL YEARS

COST PER ANALYTE				
	Year 1	Year 2	Option year 1	Option year 2

Section “I”

Submission Requirements and Evaluations

			January 1, 2015 to December 31, 2015	January 1, 2016 to December 31, 2016	January 1, 2017 to December 31, 2017	January 1, 2018 to December 31, 2018
			Cost			
			\$\$.\$\$			
DRINKING WATER MICROBIOLOGICAL						
1	Quantitative	<i>E.Coli</i>				
2	Quantitative	Total coliform				
3	Quantitative	Heterotrophic Plate count				
4	Qualitative*	<i>E.Coli</i>				
5	Qualitative*	Total coliform				
6	Qualitative*	Heterotrophic Plate count				
* = Presence or Absence						

3.3 Rating

Highest Compliant Combined Rating of Technical Merit and Price:

It is understood by the bidder that by submitting a proposal, to qualify, bidders must meet the mandatory requirement. The standing offer agreement will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a firm, a two level weighting has been established whereby technical merit will be valued at 70% of the bid and price at 30%.

Technical Score	Cost Score	Total Score
Bidder's Points x 70%	Lowest bid Cost / Bidder's Cost x 30%	Technical Score + Cost Score

3.4 Price Breakdown

Her Majesty reserves the right to request a breakdown of the components of the Price Proposal should it believe that the price is unreasonable. Failure to provide an adequate breakdown, describing the rationale and expectation used to determine the cost of each component of the Work, may lead to disqualification.

SECTION "II" – PRICE PROPOSAL/EMPLOYMENT EQUITY CERTIFICATION

Name of Organization: _____

Address: _____

Contact Person: _____

Phone number: (____) ____-____ Fax number: (____) ____-____

Email: _____@_____

Federal Contractor's Program for Employment Equity 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.

Former Public Servants Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" means a former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"Lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

"Pension" means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36 as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

- a) name of former public servant,; and
- b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Bidder must provide the following information:

- a) name of former public servant,;
- b) conditions of the lump sum payment incentive,;
- c) date of termination of employment,;
- d) amount of lump sum payment,;
- e) rate of pay on which lump sum payment is based,;
- f) period of lump sum payment including start date, end date and number of weeks,; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.

Signature

Date

Print Name and Capacity

SECTION "III" - GENERAL INSTRUCTIONS

- GI1 RESPONSIVENESS**
- 1.1 For a proposal to be considered valid, it must comply with all of the requirements of this RFSO identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".
- GI2 ENQUIRIES - SOLICITATION STAGE**
- 2.1 All enquiries or issues concerning this RFSO must be submitted in writing to the Departmental Representative as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in A9 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.
- 2.2 To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFSO, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- 2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Departmental Representative named herein. Non-compliance with this condition during the solicitation period will (for that reason alone) result in the disqualification of your proposal.
- GI3 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD**
- 3.1 Should any Proponent consider that the specifications or Statement of Work contained in this RFSO can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in article A9 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.
- GI4 PROPOSAL PREPARATION COST**
- 4.1 The costs, including travel incurred by the Proponent in the preparation of its proposal and/or the negotiation (if applicable) of any resulting Standing Offer will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.
- GI5 PROPOSAL DELIVERY**
- 5.1 Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A6, on or before the Closing Date and Time specified in A6.
- 5.2 Responsibility for proposal delivery: The Proponent has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals that are directed to a location other than the one stipulated in A6.
- 5.3 Late Proposals: The Minister will return unopened proposals received after the Closing Date and Time specified in A6.
- GI6 RIGHTS OF CANADA**
- 6.1 Her Majesty reserves the right:
- 6.1.1 during the evaluation, to submit questions to or conduct interviews with Proponents, at Proponents cost, upon forty eight (48) hours notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFSO;
- 6.1.2 to reject all proposals received in response to this RFSO;
- 6.1.3 to accept any proposal in whole or in part without prior negotiation;
- 6.1.4 to cancel and/or re-issue this RFSO at any time;
- 6.1.5 to award one or more Standing Offers, if applicable;
- 6.1.6 not to accept any deviations from the stated terms and conditions;
- 6.1.7 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful proposal in any resulting Standing Offer; and
- 6.1.8 not to contract at all.
- GI7 INCAPACITY TO CONTRACT WITH GOVERNMENT**
- 7.1 Canada may reject a proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:
- 7.1.1 Section 121, Frauds upon the Government;
- 7.1.2 Section 124, Selling or Purchasing Office; or
- 7.1.3 Section 418, Selling Defective Stores to Her Majesty. (Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)
- 7.2 Where Canada intends to reject a proposal pursuant to a provision of paragraph 7.1, the Departmental Representative will so inform the Proponent and provide the Proponent the ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.
- GI8 INCURRING OF COST**
- 8.1 No costs incurred before receipt of a signed Contract or specified written authorization from the Departmental Representative can be charged to any resulting contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any government personnel other than the Departmental Representative. The Proponent's attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.
- GI9 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT**
- 9.1 Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.
- GI10 PROPERTY OF HER MAJESTY**
- 10.1 All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFSO will become the property of Her Majesty and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.
- GI11 RIGHTS OF UNSUCCESSFUL PROPONENTS**
- 11.1 Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Proponents of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the event of a challenge by one of the unsuccessful Proponents to this tender process, all the documents submitted by competing Proponents are available and not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the authors.
- GI12 PRICE SUPPORT**
- 12.1 In the event that the Proponent's bid is the sole responsive proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support if applicable:
- 12.1.1 a current published price list indicating the percentage discount available to the Minister;
- 12.1.2 copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;

- 12.1.3 a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
- 12.1.4 price or rate certification;
- 12.1.5 any other supporting documentation as requested by the Minister.

GI13 INTERPRETATION

- 13.1 In this RFSO, "Her Majesty", "the Minister" or "Canada" means Her Majesty the Queen in right of Canada, as represented by the Minister of Health.

GI14 ANNOUNCEMENT OF SUCCESSFUL PROPONENT

- 14.1 If this RFSO was advertised on Buy and Sell, the name of the successful proponent will be announced on Buy and Sell upon award and sign off of standing offer.
- 14.2 If this RFSO was not advertised on Buy and Sell, Her Majesty will communicate to all proponents the name and address of the successful candidate as well as the total dollar value and award date for the contract only after sign-off of standing offer.

GI15 PROCUREMENT BUSINESS NUMBER (PBN)

- 15.1 Public Works and Government Services Canada (PWGSC) has adopted the Procurement Business Number (PBN) for all its purchasing databases, and now requires that its suppliers have one for each of their offices that may be awarded contracts. Register with Contracts Canada's Supplier Registration Information (SRI) service to obtain your PBN. As an existing or potential supplier to the Department, you must obtain a PBN to avoid possible delays of any contract award. It is The Minister's intention to use this sourcing system for all its procurements of goods and services to which the trade agreements do not apply.
- 15.2 Visit the Buy and Sell Internet site at <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier> for information and registration procedures. Alternatively, you may contact a Supplier Registration Agent at: 1-800-811-1148 or, in the National Capital Region, at 956-3440.

GI16 PS ONLINE - TRADING PARTNERS AGREEMENT

- 16.1 If this RFSO invite suppliers from the PS Online supply arrangements, the General Conditions, Supplemental General Conditions applicable to this requirement and Clauses of General application set-out in the Trading Partner Agreement shall form part of this Request for Proposal.