

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

Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6B1, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet Fabric for Sheets (muslin)	
Solicitation No. - N° de l'invitation 21C31-143681/A	Date 2014-02-04
Client Reference No. - N° de référence du client 21C31-143681	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PR-723-64578
File No. - N° de dossier pr723.21C31-143681	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-02-21	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Gravel, Sylvie	Buyer Id - Id de l'acheteur pr723
Telephone No. - N° de téléphone (819)956-3832 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORCAN - Établissement Drummond 2025 boul. Jean-de-Bréboeuf Drummondville, Québec J2B 7Z6	
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. Enquiries - Request for Standing Offers
4. Applicable Laws
5. Specifications and Standards

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 precedent to issuance of a standing offer
2. Certifications Required with the Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

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

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance
7. Subcontractors
8. Materials
9. Delivery
10. Assessment of Faults in textile fabrics
11. Quantity - Minimum 95% - Fabric
12. Production Sample
13. Institutional Access

List of Annexes:

Annex "A" - Requirement & Basis of Payment

1. Technical Requirement
2. Destination and Invoicing Addresses
3. Deliverables

Annex "B" - Technical Criteria for Muslin cloth

Annex "C" - Quarterly Report Template

Annex "D" - Institutional Access, CPIC Clearance Request Form

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 Preparations 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, Financial and 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 or 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, the Technical Criteria for the cloth, Form CSC/SCC 1279 Institutional Access - CPIC Clearance Request, and the Quarterly Report template.

2. SUMMARY

This requirement is for the establishment of a Regional Individual Standing Offer (RISO) for CORCAN Industries for the supply of Fabric for Sheets (Muslin), Pale Blue, width 140 cm, 130 g/m². The cloth must meet the technical requirements specified at Annexes B & C. The estimated usage is 60,000 metres per year.

Only one (1) RISO may be issued as a result of this RFSO.

Orders will be issued on an "as & when requested" basis from the date of issuance of the Standing Offer for a period of one (1) year with the possibility to extend for two (2) additional one-year period.

Delivery to be made to CORCAN Drummond Institution, Drummondville, Quebec.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT) and is subject to a preference for Canadian goods.

3. 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 Offer (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: one hundred and twenty (120) calendar days

2. SUBMISSION OF OFFERS

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

3. ENQUIRIES - REQUEST FOR STANDING OFFERS

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. APPLICABLE LAWS

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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.

5. SPECIFICATIONS AND STANDARDS

5.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the offer solicitation is available and may be purchased from:

Canadian General Standards Board

Place du Portage III, 6B1

11 Laurier Street

Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5740

E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

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 (1 hard copy)

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) <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.

3) Green Initiatives (for PWGSC information only)

Offerors are requested to provide details of their policies and practices in relation to the following initiatives:

- environmentally responsible manufacturing;
- environmentally responsible waste disposal;
- waste reduction;

- packaging;
- re-use strategies;
- recycling.

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 (reference pre-award sample, Part 4, Evaluation Procedures, 1.1.1 Mandatory Technical Criteria).

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex A - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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.
- (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

1.1.1 MANDATORY TECHNICAL CRITERIA

PRE-AWARD SAMPLES AND SUPPORTING DOCUMENTATION

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, a **pre-award sample and test results** must be included **with the bid** as follows:

- a pre-award sample of the cloth, one (1) metre in length, full width; and
- A recent laboratory analysis (dated one year or less from publication date of the RFSO) of the product offered showing test results for specific tests of physical properties detailed at Annex "B", Table 1. Testing must be performed by an independent accredited laboratory establishment and must be in accordance with the test methods detailed in the technical requirement.

The Offeror must ensure that the required pre-award sample is manufactured in accordance with the technical requirements specified at Annex B and that it is fully representative of the bid submitted. Rejection of the pre-award sample or test results will result in the bid being declared non-responsive.

The Offeror must deliver the required pre-award sample and test results at no charge to Canada and must ensure that they are received **with the bid at time and place of bid closing**. Failure to submit the required pre-award sample and test results within the specified time frame will result in the bid being declared non-responsive. The sample submitted by the Offeror will remain the property of Canada.

The pre-award sample will be evaluated for quality of workmanship and conformance to specified materials and measurements, with the exception of the following substitution:

The Offeror may use a similar colour, on the condition that a letter addressing the substitution is submitted with the pre-award sample, together with a statement that, should the Offeror be issued the Standing Offer, the colour will be strictly in accordance with the technical requirement.

The requirement for a pre-award sample and test results will not relieve the successful Offeror from submitting a sample as required by the contract terms or from strictly adhering to the technical requirement of this Request For Standing Offer and any resultant contract.

NOTE: No sealed samples will be provided to bidders.

1.2 FINANCIAL EVALUATION

1.2.1 Mandatory Financial Criteria

- The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, DDP (Drummondville, Quebec) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- The Offeror must submit firm unit pricing for all items and for the extension periods.

1.2.2 SACC MANUAL CLAUSE

C3011T 2010/01/11 Exchange Rate Fluctuation

2. BASIS OF SELECTION

An offer must comply with all requirements of the RFSSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest responsive aggregate price will be recommended for the issuance of a standing offer (1 standing offer only). Ranking will be established using the estimated quantity at destination including the quantity for the extension periods.

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" 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.

2. CERTIFICATIONS REQUIRED WITH THE OFFER

Offerors must submit the following duly completed certifications with their offer.

2.1 Canadian Content Certification

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

RULES OF ORIGIN - TEXTILES

With reference to the Canadian Content Certification clause, the items on this offer are considered to be Canadian goods if they meet the following definition:

MODIFIED RULE OF ORIGIN FOR TEXTILES: "Textiles and textile articles classified in Chapters 50 to 60 inclusive of the Harmonized System that are woven, knitted or otherwise manufactured from yarns or fibres in Canada, and further processed in Canada by dyeing, finishing, coating or other processes as applicable, will be considered Canadian textiles. Woven fabrics of 100% cotton or of polyester and cotton blends that are dyed and finished in Canada will be considered Canadian."

CANADIAN CONTENT CERTIFICATION

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, 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.

Plant Location:

Item(s) will be manufactured at: _____

2.2 Samples and Production Certification

The Offeror certifies that:

() the manufacturer that produced the pre-award sample will remain unchanged for the production sample and full production of the contract quantity.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. FINANCIAL CAPABILITY

SACC Manual Clause M9033T (2011/05/16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. OFFER

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

2. SECURITY REQUIREMENT

There is no security requirement applicable to this Standing Offer.

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

3.2 Periodic Usage Reports - Standing Offer

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 ordered, including purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide an electronic version of this data in accordance with the reporting requirements detailed in Annex "C". 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 15 calendar days after the end of the reporting period.

4. TERM OF STANDING OFFER

4.1 Period of Standing Offer

The period for making call-ups against the Standing Offer is 12 months from the date of issuance of the Standing Offer.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one-year period under the same conditions and at the prices 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.

5. AUTHORITIES

5.1 Standing Offer Authority

The Standing Offer Authority for the Standing Offer is:

Sylvie Gravel
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone : 819-956-3832 Facsimile: 819-956-5454
E-mail address: sylvie.gravel@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 Standing offer authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Technical Authority

The Technical Authority for the Standing Offer is:

CORCAN

_____ (to be provided at contract)

Tel : _____

Fax : _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer and is responsible for all matters concerning the technical content of the Work under the Standing Offer. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a Standing Offer Revision issued by the Standing Offer Authority.

5.3 Offeror's Representative

The person responsible for:

General enquiries

Name: _____
 Telephone Number: _____
 Facsimile Number: _____
 E-mail address: _____

Delivery follow-up

Name: _____
 Telephone Number: _____
 Facsimile Number: _____
 E-mail address: _____

6. IDENTIFIED USERS

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

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"*.

8. LIMITATION OF CALL-UPS

Individual call-ups against the Standing Offer must not exceed \$60,000 (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 \$_____, Applicable Taxes excluded (*will be advised at issuance of the SO*) 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 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 (2012/11/19), General Conditions - Standing Offers - Goods or Services;
- e. the general conditions 2010A (2013/04/25), General Conditions - Goods (Medium Complexity)
- f. Annex "A" - Requirement;
- g. Annex "B" - Technical criteria
- h. Annex "C"- Quarterly Report Template
- i. Annex "D" - Institutional Access CPIC Clearance Request
- j. the Offeror's offer dated _____

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 2008-05-12 Canadian Content Certification

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 Ontario.

13. PLANT CLOSING

The Offeror's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

Year 1

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

Extension - Year 2

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

Extension - Year 3

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

14. PLANT LOCATION

Items will be manufactured at: _____

15. SPECIFICATIONS AND STANDARDS

15.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the Standing Offer is available and may be purchased from:

Canadian General Standards Board

Place du Portage III, 6B1

11 Laurier Street

Gatineau, Québec

Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)

Fax: (819) 956-5740

E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca

CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

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 perform the Work described 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 the General Conditions (2013-04-25) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

3. TERM OF CONTRACT**3.1 Delivery Date**

Delivery must be made within **6 weeks** from the receipt of call-up against Standing Offer.

4. PAYMENT**4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex A. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Standing Offer Authority before their incorporation into the Work.

4.2 SACC Manual Clauses

H1000C	2008-05-12	Single Payment
C2000C	2007-11-30	Taxes - Foreign-based Contractor
C6000C	2011-05-16	Limitation of Price

4.3 Payment by Credit Card

The following credit cards are accepted: _____ and _____ *(if the offeror has accepted)*.

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:

- The original and one (1) copy must be forwarded to the consignee for certification and payment .

6. INSURANCE

SACC Manual clause G1005C (2008-05-12) Insurance

7. SUBCONTRACTOR(S)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: _____

Location: _____

Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

8. MATERIALS: CONTRACTOR TOTAL SUPPLY

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.

9. DELIVERY

The Contractor must make deliveries to the Drummond Establishment by appointment only. The Contractor must complete, two days before delivery, the Institutional Access CPIC Clearance Request Form attached as Annex "D". The Contractor or its carrier must arrange delivery appointments by contacting the institution specified below. The institution may refuse shipments when prior arrangements have not been made.

9.1 Delivery - Appointments**Deliveries must be coordinated with:**

Mr. François Chevalier
 CORCAN Drummond Establishment
 Tel: 819-477-5112 ext 202
 Fax : 819-472-3701
 E-mail: francois.chevalier@csc-scc.gc.ca

Delivery can be made from Monday to Friday, 8:30 am to 10:30 am and from 1:30 pm to 3:30 pm.

9.2 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the call-up document and delivered: DDP Delivered Duty Paid (DDP) (Drummondville, Quebec) Incoterms 2000 for shipments from a commercial contractor.

9.3 Packaging

Packing must be in accordance with standard commercial practice to ensure safe delivery at destination.

- Maximum number of meters per roll: sheeting must be delivered in pieces of not less than 60 metres with not more than two lengths per piece, the shorter of which must be not less than 20 metres.
- Each roll must be packed separately and wrapped on a pallet for delivery.
- Pallet dimensions 4' x 4'; Max load per pallet - 1,000 lbs per pallet

10. ASSESSMENT OF FAULTS IN TEXTILE FABRICS

1. The fabric detailed in the Contract must be free from defects such as imperfections and blemishes that may adversely affect its appearance or serviceability when viewed under inspection conditions satisfactory to the Quality Assurance Representative (QAR).
2. Any defect acceptable to the QAR must be strung (flagged) along the right hand selvage of the face side using colourfast strings for each two (2) linear decimetres where the defect occurs (not applicable to narrow fabrics 15 cm or less in width).
3. The Contractor must deduct allowances from the gross piece length for each defect or splice, on the basis of two (2) linear decimetres per fault. The Contractor must record gross length, net length and number of splices on each piece ticket.
4. Fabric with more than **5 defects per 100 linear metres** will be rejected.
5. The following defects, if prevalent throughout the fabric, will result in rejection of the full pieces:
 - (a) mill creases/calendar marks;
 - (b) edge to edge shading;
 - (c) tears, holes or marks beyond 12 mm from the outer edge of the selvage;
 - (d) poor dye penetration and/or streaks;
 - (e) weak or tender fabric;
 - (f) warp or filling defects throughout.

11. QUANTITY - MINIMUM 95% - FABRIC

The Contractor must ship no quantity in excess of the quantity specified. A minimum delivery of 95 percent of the total quantity is acceptable to satisfy this requirement.

12. PRODUCTION SAMPLE

1. The Contractor must take a production sample, two (2) meters in length, full width, from the first production run and provide it to the Technical Authority for acceptance within _____ calendar days from date of issuance of the Standing Offer. The sample must be clearly identified and traceable to a production lot. The sealed pattern must be submitted with the production sample.
2. If the first sample is rejected, the Contractor must submit the second sample within _____ calendar days of notification of rejection from the Technical Authority.
3. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.
4. The Contractor must provide the sample and a copy of the inspection report to the Technical Authority, transportation charges prepaid, and without charge to Canada. The sample submitted by the contractor will remain the property of Canada.
5. The Technical Authority will notify the Contractor, in writing, of the conditional acceptance, acceptance or rejection of the sample. A copy of this notification will be provided by the Technical Authority to the Standing Offer Authority. The notice of conditional acceptance or acceptance does not relieve the Contractor from complying with all requirements of the specification and all other conditions of the Contract.

6. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the sample is acceptable. Any production of items before sample acceptance will be at the sole risk of the Contractor.

7. Rejection by the Technical Authority of the second sample submitted by the Contractor for failing to meet the contract requirements, will be grounds for termination of the Contract for default.

8. The sample may not be required if the Contractor is currently in production. The request for waiver of sample must be made by the Contractor in writing to the Standing Offer Authority. The waiving of this requirement will be at the discretion of the Technical Authority and will be evidenced through a contract amendment.

13. INSTITUTIONAL ACCESS

All the offeror's employees, sub-contractors and the delivery personnel who will need access to the Correctional Service of Canada (CSC) institutions must complete the form CSC-SCC 1279 Institutional Access - CPIC Clearance Request provided at Annex D.

The completed forms must be sent to the Project Authority identified under the section entitled "Authorities" of the Standing Offer and must be received at least seven (7) calendar days before entering into the CSC institution. If they are received after this deadline, the verification may not be done and thus people might not be able to enter into the CSC institution. The CSC reserves the right to refuse access to any person who does not meet the CSC's minimum security standards.

No monetary compensation will be provided to the contractor for employees who are refused access.

ANNEX "A" REQUIREMENT

1. TECHNICAL REQUIREMENT

The Contractor is required to provide Canada for CORCAN Industries, with Fabric for Sheets (Muslin Cloth), 130/gm², Pale Blue, width 140 cm meeting the technical requirements detailed at Annex B.

2. DESTINATION & INVOICING ADDRESS

CORCAN - Drummond Institution
2025 Jean-de-Brébeuf Blvd.
Drummondville, Quebec
J2B 7Z6

3. DELIVERABLES

YEAR 1

Item	Description	Width	Estimated Quantity	Unit of Issue	YEAR 1 Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
001	Muslin cloth, Pale Blue, 130 g/m ²	140 cm	60,000	Metre	\$ _____

YEAR 2 (Extension)

Item	Description	Width	Estimated Quantity	Unit of Issue	YEAR 2 Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
001	Muslin cloth, Pale Blue, 130 g/m ²	140 cm	60,000	Metre	\$ _____

YEAR 3 (Extension)

Item	Description	Width	Estimated Quantity	Unit of Issue	YEAR 3 Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
001	Muslin cloth, Pale Blue, 130 g/m ²	140 cm	60,000	Metre	\$ _____

ANNEX "B"

TECHNICAL CRITERIA

Muslin cloth, pale blue

The muslin cloth must meet the technical requirements specified below and must also meet all the requirements specified in the Table within the minimum and maximum acceptable range in accordance with the Canadian General Standard Board Test Methods CAN/CGSB 4.2.

1. colour: pale blue
2. 50% cotton / 50% polyester;
3. Plain weave
4. Unit mass of fabrics must be 130 g/m²;
5. Width 140 cm, tolerance $\pm 3\%$;
6. Selvage must be tucked-in or taped and finished without pin holes (clips only). Selvage must not be fringed and must be straight and flat;
7. Maximum number of meters per roll: sheeting must be delivered in rolls not exceeding 100 lbs;
8. Each roll must be packed separately and wrapped on a pallet for delivery and must not weigh more than 100 lbs;
9. Pallet dimensions 4' x 4';
10. Max load per pallet: 1,000 lbs per skid

Table 1

	Evaluation and acceptance procedure CAN/CGSB 4,2	Required specifications	Minimum acceptable	Maximum acceptable
Quantitative analysis of fibre mixtures	14	50% cotton 50% polyester	-5%	+ 5 %
Weave		Plain	Plain	
Unit mass of fabrics	5.1	130g/m ²	-3%	
Woven fabric count	6	Warp: 27 threads/cm Weft: 21 threads/cm	-5%	
Breaking strength-grab method, 20s	9.2	Warp: 290 Weft: 265	Warp: -5% Weft: -5%	
Tearing strength	12.3	Warp: 12 Weft: 12	-5%	+ 5 %
Dimensional change in laundering	ISO-675	Warp: $\pm 5\%$ Weft: $\pm 5\%$	-5%	+ 5 %
The color fatness to light	Method: 18,3		AATCC L4	
The color fatness to laundering	Method: 19,1 test 3		Color change : GS4 Stain: GS4	

Solicitation No. - N° de l'invitation

21C31-143681/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pr723

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

21C31-143681

pr72321C31-143681

**ANNEX “C”
QUARTERLY REPORT TEMPLATE**

Standing Offer Number: _____

Reporting Period (start date to end date): _____

Date	Call-up #	Description of Item	Quantity	Total Billing (applicable taxes extra)
TOTAL				\$

NIL REPORT: We have not done any business with the federal government for this period ____.

Prepared by:

Name: _____

Date: _____

Telephone no.: _____



Correctional Service
Canada

Service correctionnel
Canada

ANNEXE "D"

PROTECTED B ONCE COMPLETED
PROTÉGÉ B UNE FOIS REMPLI

**INSTITUTIONAL ACCESS
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT
DEMANDE DE VÉRIFICATION
DU DOSSIER AU CIPC**

PUT AWAY ON FILE – CLASSER AU DOSSIER
ADMINISTRATIVE OR OPERATIONAL FILE
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL

► Original = 3170-12

► PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution – Établissement	Request received Demande reçue le	Date (YYAA-MM-DJ)	PUT AWAY ON FILE CLASSER AU DOSSIER	► 3170-12
-----------------------------	--------------------------------------	-------------------	--	-----------

A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS

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. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE

<input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color Couleur des cheveux
--	--	-------------------	----------------	------------------------------	-----------------------------------

C. ADDRESS – ADRESSE

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)					

D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX

1. 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?		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
2. Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
3. 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?		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
4. 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?		<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.

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

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)

F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC

Reason for clearance – Motif justifiant la demande d'accès

Department making the request (please print) Unité qui soumet la demande (en lettres moullées 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 possible :	Last entry: Dernière entrée :		
<input type="checkbox"/> An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance :				
SIGNATURES				
<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.		
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)