

**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**

National Master Standing Offer (NMSO)
Offre à commandes principale et nationale (OCPN)

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
Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet Security Hardware	
Solicitation No. - N° de l'invitation E60HN-14SECH/A	Date 2014-03-25
Client Reference No. - N° de référence du client E60HN-14SECH	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-460-64915
File No. - N° de dossier hn460.E60HN-14SECH	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-05	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Guertin, Benoit	Buyer Id - Id de l'acheteur hn460
Telephone No. - N° de téléphone (819)956-4479 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
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

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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, the security requirement, if applicable, and the basis of selection;
- Part 5: Certifications: includes the certifications to be provided;
- Part 6: 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, 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, Quarterly reporting, and Manufacturer Authorization

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

2. Summary

National Masters Standing Offer (NMSO) for the supply of Special Security Hardware (eg cylinder, push button locks, wrenches, handles, combination locks, electronic locks etc.). The NMSO is proposed for a period of 2 years plus a right to request one (1) option period of up to 12 months. There is the possibility of more than one standing offer being issued.

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.

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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 (2014-03-01) 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) calendar days

Insert: ninety (90) calendar days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	Condition of Material	2007-11-30

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 or electronic mail to PWGSC will not be accepted.

3. Inquiries - Request for Standing Offers

All inquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Inquiries 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 inquiries 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

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all Offerors. Inquiries 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.

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 copies)
- Section II: Financial Offer** (1 copy)
- Section III: Certifications** (1 copy)
- Section IV: Additional Information** (1 copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer. Canada requests that Offeror's 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, Offeror's 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.

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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 Pricing Basis below. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

1. Unless otherwise specified in the Request for Standing Offer, offers must be in Canadian currency.
2. Offerors may request Canada to assume the risk for exchange rate fluctuation. This request must be specifically made at time of offering.
3. The foreign currency component is defined as the element of the price that will be directly affected by exchange rate fluctuations. It could include the net price FOB foreign manufacturer's plant, costs associated with applicable duty, excise tax, Applicable Taxes, entry fees, transportation costs or delivery charges payable in a foreign currency, and any other charges associated with being the importer of record if they originated from and are required to be paid in a foreign currency
4. The foreign value of the foreign currency component of the bid or negotiated price must be provided with the offer. Form PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments, may be used for this purpose. If milestone payments are proposed, it is recommended to indicate on the above form the foreign currency component associated with each milestone event.
5. All offers are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of RFSO closing, or such other date as may be specified in the RFSO, will be applied as the initial conversion factor for the specified currency. (Column 3 of the above form will be completed by the Contracting Authority.)
6. Rates proposed by Offerors will not be accepted for the purposes of this exchange rate adjustment provision.
7. If there are two (2) identical offers, and provided that the offer selected would still be considered the most advantageous to Canada, preference will be given to the Offeror who assumes all or part of the exchange rate adjustment risk over an Offeror who does not assume any of this risk. Furthermore, preference will be given to the Offeror who assumes all of the exchange rate adjustment risk over an Offeror who assumes only part of this risk

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8. Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada or, as applicable, in accordance with one of the following clauses: C3015C, C3020C, C3025C, or C3030C.

1.2 Pricing Basis

The Offeror must quote firm hourly rates for installation services and firm percentage discounts off Manufacturer Suggested Retail (MSR) unit price. All prices are in Canadian dollars, DDP Delivered Duty Paid (destination) the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

The Standing Offer holder(s) will only be allowed to modify a Manufacturer Suggested Retail Price (MSRP) lists on a yearly basis. The Standing Offer holder will provide a copy of the MSRP list to the Contracting Authority for verification and acceptance. The percentage discount is to remain unchanged for the entire period of the standing offer, including any exercised option periods.

There will be no travel and living expenses payable since goods are to be installed locally.

1.3 Pricing - Multi-Item Offer

Offerors do not have to quote a price for every item in the Request for Standing Offer in order to be evaluated. Offerors may withdraw one or more items after the Request for Standing Offer closing date but prior to the issuance of a Standing Offer award by advising in writing the Standing Offer Authority.

1.4 Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

- Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices. The following credit card(s) are accepted:
 VISA MasterCard

OR

- Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by credit card. Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

Name and telephone number of the person responsible for:

1.5 Offeror Contacts

Name and telephone number of the person responsible for :

Call-ups:

Name:
Telephone No.
Facsimile No.
E-mail address:

Delivery follow-up:

Name:
Telephone No.
Facsimile No.
E-mail address:

1.6 Delivery Call-ups

Delivery for items **in stock** will be made within _____ (insert number) calendar days from receipt of a call-up document. Delivery for items **not in stock** will be made within _____ (insert number) calendar days from receipt of a call-up document.

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.

Evaluation Criteria

All offers must be completed in full and provide all of the information requested in the RFSO document to enable full and complete evaluation.

1.1 Mandatory Technical Criteria

The following Mandatory factors will be taken into consideration in the evaluation of each offer:

- Technical compliance (description of items in Annex "A");
- Acceptance of terms and conditions as mentioned in the RFSO;
- Completed Annex "C" and "D";
- Products must meet ANSI/BHMA 156 standards, Grade 1 Operational or Grade 1 Security where applicable.

1.2 Evaluation

The following **Mandatory** factors will be taken into consideration in the evaluation of each offer: Compliance with Pricing Basis;

The Offer price will be determined by processing, on an item per item basis, the percentage discounts for each manufacturer in listed in Annex "A".

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1.3 Pricing Basis

The Offeror must quote firm hourly rates for installation services and firm percentage discounts off Manufacturer Suggested Retail (MSR) unit price Canadian dollars, DDP Delivered Duty Paid (destination) the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

The Standing Offer holder(s) will only be allowed to modify the Manufacturer Suggested Retail Price (MSRP) lists on a yearly basis. The Standing Offer holder(s) will provide a copy of the MSR Price list to the Contracting Authority for verification and acceptance. The percentage discount is to remain unchanged for the entire period of the standing offer, including any exercised option periods. Standing Offer holders must use the most current MSRP list at the time of the modification.

2. Basis of Selection

An offer must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. Of the compliant offers, for each of the listed manufacturers, the offer with the highest percentage discount of the MSRP list will be ranked first for that item. The offer with the second highest percentage discount will be ranked second for that item, and so on. This process will be repeated for all manufacturers listed in Annex "A".

To be considered responsive, you must provide a written proof (Annex "C") from at least 23 of the manufacturers listed in Annex "A" that you presently have a direct account with the manufacturer, or that you are the manufacturer's exclusive Canadian agent for your region.

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. Financial Capability

SACC Manual clause M9033T (2011-05-16) Financial Capability

PART 6 - 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. Standard Clauses and Conditions

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

2.1 General Conditions

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

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 paid for by a Government of Canada Acquisition Card.

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Public Works and Government Services Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Telephone : (819) 956-4479 Facsimile: (819) 953-4944
E-mail address: benoit.guertin@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.

4.2 Project Authority

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

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

4.3 Offeror's Representative

Name and telephone number of the person responsible for :

Call-ups:

Name:
Telephone No.
Facsimile No.
E-mail address:

Delivery follow-up

Name:
Telephone No.
Facsimile No.
E-mail address:

5. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

6. Call-up Instrument

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

7. Call-up Procedure - Right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next ranked Offeror. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked Offeror is unable to

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fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

8. Limitation of Call-ups

Individual call-ups by a Requisitioning Authority made pursuant to the Standing Offer must not exceed \$100,000.00 (including GST/HST). Individual call-ups in excess of \$100,000.00 made pursuant to this Standing Offer must be approved by the PWGSC Contracting Authority.

9. Delivery Call-ups

Delivery for items **in stock** will be made within _____ (will be inserted at issuance of standing offer) calendar days from receipt of a call-up document. Delivery for items **not in stock** will be made within _____ (will be inserted at issuance of standing offer) calendar days from receipt of a call-up document.

10. Priority of Documents

If there is a discrepancy between the wordings 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 and its Annexes;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers – Goods
- d) the general conditions 2010A (2014-03-01) General Conditions – Goods & Services, Medium Complexity);
- e) Annex “A” Requirement
- f) the Offeror's offer _____ (*insert date of offer*).

11. Certifications - Compliance

Compliance with the certifications 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 or 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.

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. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified

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work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

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 (2014-03-01) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

2.2 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

3. Term of Contract - Delivery Date

Delivery must be completed in accordance with the call-up against the 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 the firm hourly rates and/or discounted unit prices specified in the standing offer (based on firm discounts) in Canadian dollars. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12
H1001C	Multiple Payments	2008-05-12
C6000C	Limitation of Price	2011-05-16

4.3 Payment by Credit Card (if applicable)

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

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5. Invoicing Instructions

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

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on the Call-up for certification and payment.

6. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:
Delivered Duty Paid –DDP– (as per call-up) Inco terms 2000 for shipments from a commercial contractor.

7. Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The resulting Standing Offer is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

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Annex "A" Requirement & Price List

To be considered responsive, you must provide a written proof (Annex "C") from at least 23 of the manufacturers listed below that you presently have a direct account with the manufacturer, or that you are the manufacturer's exclusive Canadian agent for your region.

	Manufacturer	Percent Discount	Date of Price List*
1	Abus		
2	Adams Rite		
3	Corbin less cylinders		
4	Corbin Russwin		
5	Detex		
6	EFF		
7	Folger Adams		
8	Gallery		
9	HPC		
10	Ilco		
11	Kaba Mas		
12	LCN		
13	Lori		
14	Lori less cylinder		
15	Mass Hamilton		
16	Master		
17	McKinney		
18	Medeco		
19	Medeco less cylinder		
20	Pannex		
21	RCI		
22	Sargent		
23	Sargent & Greenleaf		
24	Schlage		
25	Schlage Electronics		
26	Securiton		
27	Traka		
28	Von Duprin		
29	Yale		

*Excluding Parts & Electronics

Firm Hourly Rate per person for installations	Year 1	Year 2	Option year
During Normal Working Hours (8am - 5pm)	\$	\$	\$
Other Hours, 5 pm and later, Monday through Friday	\$	\$	\$
Saturdays and Sundays	\$	\$	\$
Statutory Holidays	\$	\$	\$

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Annex "C" - MFGR authorizes Offeror

Appendix 1.0

Department of Public Works and
Government Services Canada
Place du Portage Phase III,
11 Laurier St., 7B3
Gatineau, Quebec
K1A 1C9

Date

Attention: Benoit Guertin

Reference: E60HN-14SECH

This letter certifies that Offerors Company Name is an authorized dealer of Manufacturers Company Name products and is approved to supply the Government of Canada with Security Hardware products, under MSRP list List number through the standing offer E60HN-14SECH.

The offeror named above is authorized to sell, deliver and provide post-sales service support for the manufacturer named above.

Best Regards,
[Signature]

Name of Highest Ranking
Authorized Representative
Title,
Manufacturers Company Name
Phone number
E-mail address

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Appendix 2.0

Department of Public Works and
Government Services Canada
Place du Portage Phase III,
11 Laurier St., 7B3
Gatineau, Quebec
K1A 1C9

Date

Attention: Benoit Guertin

Reference: E60HN-14SECH

This letter certifies that Offerors Company Name is an authorized installer of Manufacturers Company Name products and is approved to provide installation services the Government of Canada with Security Hardware products through the standing offer E60HN-14SECH.

The offeror named above is authorized to sell, deliver and provide post-sales service support for the manufacturer named above.

Best Regards,
[Signature]

Name of Highest Ranking
Authorized Representative
Title,
Manufacturers Company Name
Phone number
E-mail address

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ANNEX "D" – Environmental Attributes

Purpose

The purpose of this questionnaire is to assist the Government of Canada (GoC) in understanding the industry's progress in greening its supply chain and operations.

Context

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Assessing the environmental impact of a product or service involves considering the whole life cycle of the product or service, from the extraction of the raw material to its disposition at the end of its useful life.

GoC wants to understand how the industry has progressed in greening its own supply chain and operations and the goods and services it provides. Upcoming bid solicitations may include evaluation criteria (either mandatory or rated) or contractual requirements related to the environment and GoC is currently gathering information so that it can consider appropriate environmental evaluation criteria and/or contractual requirements for future procurements.

Please fill out the questionnaire on the following pages and return it with your bid.

General Environmental Considerations Required for All Services				
	Yes	No	Expected Completion Date	Additional Comments
Invoices, correspondence and/or draft reports are sent and processed electronically				
Uses electronic signatures to reduce paper consumption				
Paper is certified as originating from a sustainably managed forest and/or has a minimum of 30% recycled content				
Travel policy includes environmental considerations (e.g. Statement of preference for travel type that minimizes environmental impact including use of hybrid vehicles and environmentally preferable fuels).				

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Supplier Environmental Attributes Policies and Programs			
	<i>Yes</i>	<i>No</i>	<i>Expected Completion Date</i>
Environmental management policies and practices			<i>Additional Comments</i>
Effective waste disposal programs			
Action programs and performance measurements in place to address major environmental impacts associated with service delivery. If yes, please provide examples.			
Regularly reporting on greenhouse gas emissions. If yes, please provide sample report.			
Regular completion of waste audits			
ISO 14001 certification or an equivalent (please specify) that indicates certification of supplier process			
Supplier Operations when delivering a Service Travel (If applicable)			
	<i>Yes</i>	<i>No</i>	<i>In progress (% completed)</i>
Minimization of travel during service delivery (e.g. via use of video/telephone conferencing and/or use of local employees)			<i>Additional Comments</i>
Accommodation preference for green-rated hotels, where value for money is demonstrated			
Specification relating to goods and equipment used in delivery of Service			
	<i>Yes</i>	<i>No</i>	<i>In progress (% completed)</i>
Energy Star qualified products such as Office Equipment, Lighting, Products, HVAC Equipment, Consumer Electronics, Appliances, etc. (Note: For complete list of Energy Star qualified products and information and tools.)			<i>Additional Comments</i>
Packaging (if applicable)			
Reduction of packing material. Specify.			
Recycled material used in packaging. Specify %.			
Supplier has take-back programs for packaging.			
Reduction/elimination of toxic material in packaging			