

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 COMBINATION PADLOCK | | |
| Solicitation No. - N° de l'invitation E60HN-14CPAD/A | | Date 2014-04-02 |
| Client Reference No. - N° de référence du client E60HN-14CPAD | | GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-460-64962 |
| File No. - N° de dossier hn460.E60HN-14CPAD | CCC No./N° CCC - FMS No./N° VME | |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-13 | | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| 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) template is divided into six parts:

- 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 and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts 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 6A: Standing Offer includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- Part 6B: Resulting Contract Clauses 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 and the specifications ACOPS 805-09

2. Summary

National Master Standing Offer for combination padlock, built to RCMP Specifications ACOPS 805/09. The period will be for two (2) years plus a right to request one (1) extension of additional periods of up to twelve months. Only one Standing Offer may be awarded.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

3. Security Requirement

There are no security requirements associated with the requirement of the Standing Offer.

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [*Standard Acquisition Clauses and Conditions Manual*](#)

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<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: one hundred 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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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

Offerors must provide copies of their offers in separately bound sections as follows:

Section I: Technical Offer (2 copies)
Section II: Financial Offer (1 copy)
Section III: Certifications Requirements (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 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 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.

1.1 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: _____

1.2 Delivery Call-ups

Item 01 delivered within _____ calendar days.

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.

1.3 Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the Request for Standing Offer will be considered where the Offeror:

- (a) designates the brand name, model and/or part number of the substitute product;
- (b) states that the substitute product is fully interchangeable with the item specified;
- (c) provides complete specifications and descriptive literature for each substitute product with the offer;
- (d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the Request for Standing Offer; and
- (e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.

2. Products offered as equivalent in form, fit, function and quality will not be considered if:

- (a) the offer fails to provide all the information requested to allow the Standing Offer Authority to fully evaluate the equivalency of each substitute product; or
- (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the Request for Standing Offer for that item.

3. In conducting its evaluation of the offers, Canada may, but will have no obligation to, request offerors offering a substitute product to demonstrate, at the sole cost of offerors, that the substitute product is equivalent to the item specified in the Request for Standing Offer.

1.4 Submission of samples of equivalent products

If the Offeror offers a substitute product, Canada reserves the right to request a sample from the Offeror in order to determine its equivalency in form, fit, function, quality and performance to the item specified in the Request for Standing Offer.

The Offeror must, upon request from the Standing Offer Authority, provide six (6) samples to the Technical Authority, transportation charges prepaid, and without charge to Canada, within ten (10) calendar days from the date of request. The sample submitted by the Offeror will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet the requirements of the Request for Standing Offer or the Offeror fails to comply with the request of the Standing Offer Authority, the offer will be declared non-responsive.

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 (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

(End of page)

1.5 Exchange Rate Fluctuation

1.5.1 Unless otherwise specified in the Request for Standing Offer, offers must be in Canadian currency.

1.5.2. Offerors may request Canada to assume the risk for exchange rate fluctuation. This request must be specifically made at time of offering.

1.5.3. 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

1.5.4. 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.

1.5.5. 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.)

1.5.6. Rates proposed by offerors will not be accepted for the purposes of this exchange rate adjustment provision.

1.5.7. 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

1.5.8. 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.

1.6 Pricing Basis

The offeror must quote a firm unit prices for each region, in Canadian dollars, 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.

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Payment by Credit Card

The Offeror is requested to complete one of the following:

- () 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 _____

- () 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, 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. All equivalent products submitted will be sent to the RCMP for evaluation and testing.

1.1 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.

Mandatory Technical Evaluation

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

- (a) Technical compliance (description of items in Annex A);
- (b) All equivalent products **MUST** meet ACOPS/CCMS 805/09.
- (c) Acceptance of terms and conditions as mentioned in the RFSO;
- (d) Completion of the information requested in the RFSO;
- (e) Acceptance of Disclosure of Information clause in 2005 - General Conditions
Standing Offers - Goods

1.1.1 Submission of samples of equivalent products

The Offeror must, upon request from the Standing Offer Authority, provide six (6) samples to the Technical Authority, transportation charges prepaid, and without charge to Canada, within ten (10) calendar days from the date of request. The samples submitted by the Offeror will remain the property of Canada. They will not be returned as they will be destroyed during the evaluation and will not be considered as part of the deliverables

in any resulting contract. If the sample does not meet the requirements of the Request for Standing Offer or the Offeror fails to comply with the request of the Standing Offer Authority, the offer will be declared non-responsive.

1.2 Financial 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 items in the line item detail section as follows: Unit price of items with individual NSN's.

The lowest offered price will be determined as per Annex B

1.3 Conditions/Certifications Precedent to standing offer

- Federal Contractors Program for Employment Equity as specified in Part 5
- Financial Capability as specified at Part 2, 1.1
- Completion of Annex "C" - Environmental Attributes

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest offered price, on an aggregate basis, will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

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

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

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

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

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list

(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [HRSDC-Labour's](http://www.hrsdc-labour.gc.ca/) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with the Specifications of Annex A.

2. Security Requirement

There are no security requirements associated with the requirement.

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

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

3.2 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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The Offeror must provide 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 from ____ to ____ (to be inserted at issuance of standing offer)

4.2 Extension of Standing Offer

Should the Standing Offer be authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional period of up to 12 months, under the same conditions and at the rates or prices specified in the Standing Offer or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (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:

Benoit Guertin - Supply Specialist
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: hnocaa.hnsosa@pwgsc-tpsgc.gc.ca

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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.

5.2 Offeror Representative (to be entered at issuance of Standing Offer)

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: _____

6. 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.

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 this Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included). Individual call-ups over \$40,000.00 and under \$100,000.00 shall be submitted to the Standing Offer Authority for authorization.

Individual requirements exceeding the above amount of \$100,000.00 will be submitted to PWGSC in a funded requisition for processing as a separate requirement. Requirements shall not be broken into a number of call-ups for the purpose of requisitioning pursuant to the standing offer.

9. Delivery Call-ups (to be entered at issuance of Standing Offer)

Item 01 delivered within _____ calendar days.

10. Packing

Items shall be packed to permit application of the lowest transportation rates or charges via the mode of carriage selected/authorized.

11. Prepaid Transportation Costs

If transportation is required, the Contractor will prepay transportation costs, which must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

(End of page)

12. 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 Standing Offer;
- C. General Conditions 2005 (2014-03-01) - Standing Offers – Goods
- D. General Conditions 2010A (2014-03-01) - Goods (Medium Complexity);
- E. Annex "A" Technical Specifications ACOPS/CCMS 805/09
- F. Annex "B" Price List
- G. Annex "C" Quarterly Report
- H. The Offeror's offer dated _____

13. 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.

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the Call-up.

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.

3. Term of Contract - Delivery Date

Delivery must be completed in accordance with the Call-up.

(End of page)

4. Payment

4.1 Basis of Payment

Subject to the provisions of this Standing offer and, in particular, to the Method of Payment provisions, the Contractor shall be paid the firm unit price(s) specified in the Standing offer, in Canadian dollars, 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 are included in such price(s).

The Contractor will prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

4.2 Limitation of Price

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

4.3 SACC Manual Clauses

| SACC Reference | Section | Date |
|-----------------------|------------------|-------------|
| H1001C | Multiple Payment | 2008-05-12 |
| G1005C | Insurance | 2008-05-12 |

4.4 Payment by Credit Card

The following credit card is accepted: _____

or

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows: The original and one copy as specified in call-up.
3. If transportation is required, the Contractor will prepay transportation costs, which must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

6. SACC Manual Clauses

| SACC Reference | Section | Date |
|-----------------------|-----------------------|-------------|
| B1000T | Condition of Materiel | 2007-11-30 |

(End of page)

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7. Delivery Requirements outside a CLCSA

The resulting (Standing Offer/Contract) 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.

8. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid -DDP- to (destination, as indicated in subsequent call-ups) Inco terms 2000 for shipments from a commercial contractor.

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Annex "A"

Technical Specifications ACOPS/CCMS 805/09

Security Test Standard
APPROVED PADLOCK, COMBINATION
for the Storage of Confidential Information

Recommended
[signed 30 Nov 09]
R.J. Cooke
Senior Evaluation Consultant

Approved for SEG Entry
[signed 30 Nov 09]
Ken Clupp
Senior Technical Security Consultant
SEG and Security Equipment
Test Coordinator

Date

Date

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Revisions

| <u>Revision</u> | <u>By</u> | <u>Date</u> |
|---------------------|----------------------------------|-------------|
| New Original 805/09 | K. Clupp/ B. Cooke D. Joannis | 26 Nov 2009 |

ACOPS/CCMS 805/09

Contents

- 1 . Scope
2. Definitions
3. General
4. Pre-qualification Requirements for Submittal For RCMP Testing
5. Testing – Security Requirements
6. Quality Assurance
7. Marking

1. SCOPE

This Standard contains security and operational requirements for combination padlocks approved for use with approved security cabinets for the storage of Confidential information. This includes information that is Protected A and Protected B where a Threat and Risk Assessment has recommended an approved security container. It does not include Protected C, Secret or Top Secret information. Padlocks must meet **ASTM F883-04 level F2/S6** as a necessary precondition for RCMP evaluation under this Standard. A certificate from the independent test agency which conducted the ASTM certification test must be produced upon request as evidence of compliance.

Approval granted pursuant to this specification applies only to the specific design and model of lock tested. Any design changes will dictate a reevaluation of the lock. Locks that are later marketed under different names or models will not be accepted as equivalent and must be submitted for testing as that make and model. Manufacturers are responsible to advise the RCMP of any changes to the padlock design so that they may be evaluated against the requirements of this Standard. The resistance parameters for each F (Force) and S (Surreptitious) attack category level are identified in ASTM F883-04 Standard Performance Specification for Padlocks and are not reproduced in this standard. ACOPS/CCMS 805/09 5

2. DEFINITIONS

Test Authority – RCMP Technical Operations

Test Technician – qualified and experienced technicians employed or engaged by the RCMP to conduct force and surreptitious attacks on locks as part of a formal test program.

Substitution - The covert and unauthorized replacement of a padlock in active service with one of identical appearance and design as a means of effecting clandestine penetration of the container.

3. GENERAL

3.1 Requirements in this Standard detail the strength criteria, surreptitious resistance factors and size requirements which are imposed to ensure compatibility with the intended use.

3.2 Padlocks tested under this Standard are intended only for use with approved security cabinets located in a Security or High Security Zone and are not intended for exterior use.

3.3 Padlocks must meet ASTM F883-04 level F2/S6 and all functional requirements of this Standard as a necessary precondition for RCMP evaluation under this Standard.

3.4 Manufacturers must submit at least five (5) identical padlocks which are representative of the commercial product for evaluation and testing. These padlocks shall not be returned.

4. PRE-QUALIFICATION REQUIREMENTS FOR SUBMITTAL FOR RCMP TESTING

4.1 Workmanship

All padlocks shall be manufactured in accordance with good commercial practice and shall not display any defects. Quality will normally be deemed to be met by padlocks that meet the ASTM F883-04 F2/S6. However, the Test Authority may disqualify any submitted padlock that exhibits any of the following:

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- (a) finish scratched or damaged
- (b) foreign matter imbedded in finish
- (c) corrosion
- (d) finish rough, inconsistent or not adhering (i.e. pitted, discoloured)
- (e) any part missing, broken, malformed, loose or improperly aligned
- (f) insecure rivets or anchoring pins
- (g) sharp edges
- (h) burrs or slivers
- (i) split or cracked material
- (j) rough or inconsistent dial action.

4.2 Shackle Dimensions

The shackle shall be no less than **7.9 mm (5/16 in.)** And no greater than **8.7 mm (11/32 in.)** in diameter.

4.3 Shackle Clearance

Each open shackle type padlock shall provide a shackle clearance of no less than **19 mm (3/4 in.)** and no more than **25.4 mm (1 in.)** when in the closed position.

4.4 Padlock and Shackle Assembly

Each padlock and shackle assembly shall withstand the minimum tensile force specified for level F2 in ASTM F883-04. Tensile resistance shall be confirmed by the Test Authority. In all cases, the tensile force must be at least **2500N(560 lbf.)** when subjected to a rate of separation of 25 mm/minute.

4.5 Each shackle, back cover and any removable part must be marked with a unique serial number for the lock.

(End of page)

4.6 The lock must have combination activated LOBC (locked on back cover) feature for combination changing.

4.7 The lock must be combination key changeable.

4.8 The lock must have at least 50 numbers and at least 3 wheels.

5. TESTING - SECURITY REQUIREMENTS (Determined by RCMP)

5.1 Surreptitious Compromise (Testing requirements exclude the substitution method of compromise).

5.1.1 To satisfy this specification:

- a. Each of the five (5) submitted padlocks shall withstand the compromise efforts of three Test Technicians, using whatever tools or techniques necessary, for a minimum of **fifteen minutes (per Test Technician)**.
- b. Only compromise efforts that leave no evidence that are detectable by unaided examination will be used.
- c. Exact methods and tools will not be divulged to the manufacturer or outside the RCMP. Test records shall utilize an indirect coding (ie: test A, test B, etc).

5.2 Test Samples

Five (5) representative samples of the padlock model shall be submitted for testing.

5.3 Test Equipment

Equipment required for testing padlocks against this specification shall be as follows:

- (a) tensile test machine.
- (b) Commercial and specialized lock defeating tools.

6. Quality Assurance

All padlocks supplied as “approved” padlocks meeting this Standard are subject to on-going Quality Control inspections. Non-compliance with any requirement of this Standard may result in revocation of the approval.

7. Marking

All padlocks supplied as “approved” combination padlocks meeting this Standard shall be permanently and legibly marked with:

- (a) the manufacturer's name or trademark, and
- (b) the specific model number corresponding EXACTLY to the model tested and approved.

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Annex B - Price List

P/N Requested: Sargent and Greenleaf model 8077 latest modification

Or

Equivalent

P/N Offered: _____

NSCM Offered: _____

Unit price

| Year 1 -A- | Year 2 -B- | Option Year -C- | Total -D- For Evaluation purposes (D=A+B+C) |
|---------------|---------------|--------------------|--|
| \$ | \$ | \$ | \$ |

Shipping cost

| | Year 1 | Year 2 | Option year | Total For Evaluation purposes (H=E+F+G) |
|--------------------------|--------|--------|-------------|--|
| Region | -E- | -F- | -G- | -H- |
| British Columbia/Alberta | \$ | \$ | \$ | \$ |
| Saskatchewan / Manitoba | \$ | \$ | \$ | \$ |
| Ontario/ Quebec | \$ | \$ | \$ | \$ |
| NCR | \$ | \$ | \$ | \$ |
| Atlantic Provinces | \$ | \$ | \$ | \$ |
| Total shipping Cost | | | | |

For Evaluation purposes:

(Total Unit price (D) + Total shipping cost (H)) divided by number of years (3)

(D+H)/3:

\$ _____

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Annex "C" - Quarterly Reports / Annexe "C" - Rapports trimestriels

| | | | | | | | |
|---|-------------------------|----------------------|----------------|-------------------------|----------------------------|------|--------------------------|
| Previous Quarterly report total: | | | | Amount to date: | | | |
| Valeur précédente du rapport trimestrielle: | | \$ | | Montant à ce jour: | | \$ | |
| Start Reporting Date: | | | | End Reporting Date: | | | |
| Date du début du rapport: | | / / | | Date de fin du rapport: | | / / | |
| | | | | | | | |
| Department / Ministère | Client Name/ Nom client | Order # / # commande | Model / Modèle | Qty | Unit Price / Prix unitaire | Date | Total Cost / Coûts total |
| | | | | | \$ | | \$ |
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| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| Total of Quarterly Expenditures for all Contracts / Valeur total des dépenses | | | | | | | \$ |

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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 | | | | |
|--|-----|----|---------------------------|---------------------|
| | Yes | No | Expected Completion Date | Additional Comments |
| Environmental management policies and practices | | | | |
| 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) | | | | |
| | Yes | No | In progress (% completed) | Additional Comments |
| Minimization of travel during service delivery (e.g. via use of video/telephone conferencing and/or use of local employees) | | | | |
| Accommodation preference for green-rated hotels, where value for money is demonstrated | | | | |
| Specification relating to goods and equipment used in delivery of Service | | | | |
| | Yes | No | In progress (% completed) | Additional Comments |
| 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.) | | | | |
| 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 | | | | |