

**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**  
Clothing and Textiles Division / Division des vêtements et  
des textiles  
11 Laurier St./ 11, rue Laurier  
6A2, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> TISSU CHEMISES ET PANTALONS	
<b>Solicitation No. - N° de l'invitation</b> 21C31-143454/A	<b>Date</b> 2014-04-02
<b>Client Reference No. - N° de référence du client</b> 21C31-143454	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PR-713-64965
<b>File No. - N° de dossier</b> pr713.21C31-143454	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-13</b>	
<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Macleod, Joyce	<b>Buyer Id - Id de l'acheteur</b> pr713
<b>Telephone No. - N° de téléphone</b> (819)934-0983 ( )	<b>FAX No. - N° de FAX</b> (819)956-5454
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## 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. 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. Additional Certifications precedent to issuance of a standing Offer
3. Additional Certifications Required with the Offer

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

### List of Annexes:

#### Annex "A"- Requirement

1. Technical Requirement
2. Addresses
3. Deliverables

#### Annex "B" - Testing Properties for Shirting (White & Light blue) - Finished Fabric

#### Annex "C" - Testing Properties for Light Blue Shirting Fabric - Colour of Finished Fabric

#### Annex "D" - Testing Properties for Pant Fabric (White) - Finished Fabric

#### Annex "E" - Quarterly Report Template

#### Annex "F" - Institutional Access CPIC Clearance Request

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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 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 and any other annexes.

### **2. SUMMARY**

This requirement is for the establishment of Regional Individual Standing Offer (RISO) for CORCAN for the supply of Shirting Fabric (white and light blue) and Twill Pant Fabric (white) to be delivered to CORCAN (Drummondville, Quebec & Laval, Quebec). The Standing Offer will be valid 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 periods.

Only one (1) RISO may be issued as a result of this RFSO. This requirement is subject to a preference for Canadian goods and is subject to the Agreement on Internal Trade (AIT).

### **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 Offer (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

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) 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 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.

Solicitation No. - N° de l'invitation

21C31-143454/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pr71321C31-143454

Buyer ID - Id de l'acheteur

pr713

CCC No./N° CCC - FMS No/ N° VME

21C31-143454

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## 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](mailto:ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca)

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

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**PART 3 - OFFER PREPARATION INSTRUCTIONS****1. OFFER PREPARATION INSTRUCTIONS**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (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> . 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.

**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, one (1) pre-award sample of **Items 1,2 and 3 and \*test results** must be included with the offer.

**Fabric requirements - One (1) metre in length, full width must constitute a pre-award sample.**

**\*The following laboratory test results are required:**

**All tests identified in Annex B and D.**

The requirement for a pre-award sample may be waived if the Offeror has supplied the item(s) within the past three (3) years.

Please specify:

- Item supplied: \_\_\_\_\_
- Your previous Contract/Standing Offer number: \_\_\_\_\_
- Item supplied: \_\_\_\_\_
- Your previous Contract/Standing Offer number: \_\_\_\_\_

If the above has been met, the Offeror represents and warrants that no significant changes have occurred in their manufacturing processes nor their organization or their sub-contractors'

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organization since the last award or pre-award qualification that could affect the manufacturing of the referenced item.

The Offeror must submit the pre-award samples if a waiver is not given. The Offeror will be advised when the pre-award samples, test results of compliance is/are required.

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

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

In addition, a recent laboratory analysis of the product offered showing complete test results of physical properties detailed at Annexes B & D must be provided with the pre-award samples. 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 laboratory report and tests results must not be dated before the Request For Standing Offer posting date.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements.

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

In the event that a sample in the desired colour is not available to the Offeror in a time frame to manufacture the pre-award samples, the Offeror may use a similar colour. Also, the Offeror must include a letter explaining the substitution is submitted with the pre-award samples, together with a statement that, should the Offeror be awarded the contract, all materials will be strictly in accordance with the technical requirement.

## **1.2 FINANCIAL EVALUATION**

### **1.2.1 Mandatory Financial Criteria**

1. The Offeror must submit firm unit price(s) in Canadian dollars, applicable taxes excluded, DDP (Drummondville, Quebec & Laval, Quebec) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Offeror must submit firm unit pricing for all items and all destinations.

### **1.2.2 SACC MANUAL CLAUSE**

C3011T 2013/11/06 Exchange Rate Fluctuation

Solicitation No. - N° de l'invitation

21C31-143454/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pr71321C31-143454

Buyer ID - Id de l'acheteur

pr713

CCC No./N° CCC - FMS No/ N° VME

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## **2. BASIS OF SELECTION**

An offer must comply with all requirements of the RFSO 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 quantities for all items, including all destinations and the Standing Offer extension periods.

## **PART 5. CERTIFICATIONS**

Offerors must provide the required certifications and associated information 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **1. MANDATORY CERTIFICATIONS REQUIRED PRECEDENT TO ISSUANCE OF A STANDING OFFER**

#### **1.1 Integrity Provisions - Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of the Standard instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **2. ADDITIONAL CERTIFICATIONS PRECEDENT TO ISSUANCE OF STANDING OFFER**

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

#### **2.1 SAMPLE(S) AND PRODUCTION CERTIFICATION**

The Offeror certifies that:

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

( ) the product for which test reports were issued are the same products used in the offer submission, pre-award samples, pre-production samples, or production units, as applicable.

### 3. **ADDITIONAL CERTIFICATIONS REQUIRED WITH THE OFFER**

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

#### **3.1 Canadian Content Certification**

##### **SACC MANUAL CLAUSE**

A3050T            2010/01/11            Canadian Content Definition

##### **Rules of Origin - Textiles**

With reference to the Canadian Content Certification clause, 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: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21C31-143454/A

Amd. No. - N° de la modif.  
pr713

Buyer ID - Id de l'acheteur  
pr713

Client Ref. No. - N° de réf. du client  
21C31-143454

File No. - N° du dossier  
pr71321C31-143454

CCC No./N° CCC - FMS No/ N° VME

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## **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 "E". 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 date of issuance of 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 additional one-year (12 month) periods, 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 30 days 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:

*Joyce MacLeod*

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 : 819-934-0983

Facsimile: 819-956-5454

E-mail address: [Joyce.MacLeod@tpsgc-pwgsc.gc.ca](mailto:Joyce.MacLeod@tpsgc-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 Textile

Drummond Institution

2025 boul. Jean-de-Brebeuf

Drummondville, Québec

J2B 7Z6

ATT: \_\_\_\_\_ (to be advised at issuance of the SO)

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 Procurement Authority

The Procurement Authority for the Standing Offer is:

Marie-Andrée Dussault

CORCAN

Telephone: \_\_\_ - \_\_\_ - \_\_\_\_ (to be advised at issuance of the SO)

Facsimile: \_\_\_ - \_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Standing Offer. The Contractor may discuss administrative matters identified in the Standing Offer with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a Standing Offer Revision issued by the Standing Offer Authority.

### 5.4 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 Drummondville, Québec and Laval, Québec.

## 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"*.

For requirements where an individual call-up limitation will be set below \$1,000,000, Applicable Taxes included, see Part 5 - Certifications.

For requirements where an individual call-up limitation will be set at \$1,000,000 and above, Applicable Taxes included, specific clauses are required at all steps of the procurement. See Part 5 - Certifications, the "Certifications" section of Part 7A - Standing Offer, Part 7B - Resulting Contract Clauses, and the annex titled Federal Contractors Program for Employment Equity - Certification.

For requirements with an individual call-up limitation will be set below \$1,000,000 and a call-up limitation set at \$1,000,000 and above, the requirements must be addressed as if they were for \$1,000,000 and above.

## 8. LIMITATION OF CALL-UPS

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

## 9. FINANCIAL LIMITATION

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (will be advised at issuance of the SO) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or \_\_\_\_\_ 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;
- d. the general conditions 2010A (2013/04/25), General Conditions - Goods (Medium Complexity)
- e. Annex "A" - Requirement;
- f. Annexes "B , C & D - technical criteria for the shirting and pant fabric;
- g. the Offeror's offer dated \_\_\_\_\_ .

Solicitation No. - N° de l'invitation  
21C31-143454/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pr713

Client Ref. No. - N° de réf. du client  
21C31-143454

File No. - N° du dossier  
pr71321C31-143454

CCC No./N° CCC - FMS No/ N° VME

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## 11. CERTIFICATIONS

### 11.1 Compliance

The continuous Compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information 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.

## 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. STATEMENT OF WORK**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **2. STANDARD CLAUSES AND CONDITIONS**

#### **2.1 General Conditions**

2010A (2013/04/25) - General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### **3. TERM OF CONTRACT**

#### **3.1 Delivery Date**

Delivery must be made within **4 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 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**

H1001C 2008-05-12	Multiple Payments
C2000C 2007-11-30	Taxes - Foreign-based Contractor
C6000C 2011-05-16	Limitation of Price

### **5. INVOICING INSTRUCTIONS**

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

2. Invoices must be distributed as follows:

(a) One (1) copy must be forwarded to the following address:

CORCAN

Drummond Institution

2025 boul. Jean-de Brebeuf

Solicitation No. - N° de l'invitation

21C31-143454/A

Amd. No. - N° de la modif.

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

21C31-143454

File No. - N° du dossier

pr71321C31-143454

Buyer ID - Id de l'acheteur

pr713

CCC No./N° CCC - FMS No/ N° VME

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Drummondville, Québec J2B 7Z6

Attention: Francois Chevalier - *Business Manager*

Telephone: 819-477-5112 (ext 202)

(b) 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. OVERSHIPMENT**

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

## **9. 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 items allows the necessary time to obtain such materials.

## **10. DELIVERY**

### **10.1 Delivery - Appointments**

The Contractor must make deliveries to the Drummond Institution and Laval Federal Training Center by appointment only. The Contractor must complete two days in advance the Institutional Access CPIC Clearance Request Form attached as Annex "E".

The Contractor or its carrier must arrange delivery appointments by contacting the following individuals:

Drummond Institution - Francois Chevalier (819) 477-5112 (ext. 202)

Laval Federal Training Center - Jose Macedo (450) 661-7786 (ext. 4518).

Delivery appointments must be *between from Monday to Friday, between 8:30 a.m. and 11:30 a.m., and between 1:30 p.m. and 3:30 p.m.* The institution may refuse shipments when prior arrangements have not been made.

### **10.2 Shipping Instructions - Delivery at Destination**

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

### **10.3 Packaging**

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

## 11. 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 selvedge 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 12 defects per 100 metres linear 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 selvedge;
  - (d) poor dye penetration and/or streaks;
  - (e) weak or tender fabric;
  - (f) warp or filling defects throughout.

## 12. 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.

## 13. PRODUCTION SAMPLES

1. The Contractor must take production samples of **Items 1, 2 & 3**, two (2) meters in length, full width, from the first production run and provide them to the Technical Authority, within \_\_\_\_ calendar days from the start of the production.
2. Rejection by the Technical Authority of the production samples submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.
3. If the production samples are accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.
4. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.

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5. In addition to providing the production samples, the Contractor must provide a copy of the inspection reports and laboratory test reports applicable, to the Contracting Authority and Technical Authority, transportation charges prepaid, and without charge to Canada.

6. The production samples submitted by the Contractor will remain the property of Canada.

7. The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the production samples. A copy of this notification will also be provided by the Technical Authority to the Contracting Authority. The notice of the full acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.

8. The Contractor must not 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 production samples are fully acceptable or conditionally acceptable. Any production of items before production sample acceptance will be at the sole risk of the Contractor.

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

#### **LABORATORY ANALYSIS - DEFINITION**

Laboratory analysis of the product offered showing complete test results of physical properties detailed in the technical requirement must be provided with the production samples. 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 laboratory report and test results must be dated after request for standing offer posting date.

## ANNEX "A" REQUIREMENT

### 1. TECHNICAL REQUIREMENT

#### **Item 1:**

The Contractor is required to provide CORCAN with **Shirting Fabric (white)** to be manufactured in accordance with:

- The fabric must meet the requirements for the laboratory testing requirements in the Canadian General Standards Board (CGSB) standards specified in **Annex B**;
- **Plain weave, 65% Polyester/ 35% Cotton, 170 g/m<sup>2</sup> (5 oz/yd<sup>2</sup>) with a tolerance of ± 5%.**
- The fabric width must be **minimum 160 cm (63 inches)**.
- The fabric must be packaged in rolls and must be delivered on pallets, wrapped in two plastic bags identified with

the Fabric Width, Dye Lot Number, Quantity of Meters per roll and Contract and Requisition numbers.

Note: Rolls must not weigh more than 45 kg (100 lbs).

#### **Item 2:**

The Contractor is required to provide CORCAN with **Shirting Fabric (light blue)** to be manufactured in accordance with:

- The fabric must meet the requirements for the laboratory testing requirements in the Canadian General Standards Board (CGSB) standards specified in **Annex B**;
- The colour of the fabric must be **Pantone colour - 16-4020TCX** (light blue) and the colour must meet the requirements for the laboratory testing specified in Annex C;
- **Plain weave, 65% Polyester/ 35% Cotton, 170 g/m<sup>2</sup> (5 oz/yd<sup>2</sup>) with a tolerance of ± 5%.**
- The fabric width must be **minimum 160 cm (63 inches)**.
- The fabric must be packaged in rolls and must be delivered on pallets, wrapped in two plastic bags identified with

the Fabric Width, Dye Lot Number, Quantity of Meters per roll and Contract and Requisition numbers.

Note: Rolls must not weigh more than 45 kg (100 lbs).

#### **Item 3:**

The Contractor is required to provide CORCAN with **Pant Fabric (white)** to be manufactured in accordance with:

- The fabric must have a **'pre-cured' fluorocarbon durable water-repellent (DWR) finish** and must meet the requirements for the laboratory testing requirements in the Canadian General Standards Board (CGSB) standards specified in **Annex D**;
- **Twill weave, 65% Cotton/ 35% Polyester, 247.5 g/m<sup>2</sup> (7.3oz/y<sup>2</sup>) with a tolerance of ± 3%.**
- The fabric width must be **minimum 158 cm (62 ¼ inches)**.
- The fabric must be packaged in rolls and must be delivered on pallets, wrapped in two plastic bags identified with

the Fabric Width, Dye Lot Number, Quantity of Meters per roll and Contract and Requisition numbers.

Note: Rolls must not weigh more than 45 kg (100 lbs).

Solicitation No. - N° de l'invitation

21C31-143454/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pr71321C31-143454

Buyer ID - Id de l'acheteur

pr713

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

21C31-143454

CCC No./N° CCC - FMS No/ N° VME

**2. ADDRESSES****Items1 (White Shirting Fabric) & Item 3 (White Pant Fabric)**

<b>Destination Address</b>	<b>Invoicing Address</b>
CORCAN Drummond Institution 2025 boul. Jean-de Brebeuf Drummondville, Québec J2B 7Z6 Att: François Chevalier Tel: (819) 477-5112 ext. 202	CORCAN Drummond Institution 2025 boul. Jean-de Brebeuf Drummondville, Québec J2B 7Z6 Att: Francois Chevalier Tel: (819) 477-5112 ext. 202

**Item 2 (Light Blue Shirting Fabric)**

<b>Destination Address</b>	<b>Invoicing Address</b>
CORCAN Federal Training Center 205 Montée St-Francois Laval, Québec H7C 2S3 Att: Mr. Jose Macedo Tél: (450) 661-7786 poste 4518	CORCAN Drummond Institution 2025 boul. Jean-de Brebeuf Drummondville, Québec J2B 7Z6 Att: Francois Chevalier Tel: (819) 477-5112 ext. 202

**3. DELIVERABLES**

<b>Item</b>	<b>Description</b>	<b>Unit of Issue</b>	<b>Destination</b>	<b>Estimated Quantity</b>	<b>Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra</b>
<b>1</b>	White Shirting Fabric	<b>Meters</b>	Drummondville	<b>40,000</b>	\$ _____

Solicitation No. - N° de l'invitation

21C31-143454/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pr71321C31-143454

Buyer ID - Id de l'acheteur

pr713

CCC No./N° CCC - FMS No/ N° VME

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

21C31-143454

Item	Description	Unit of Issue	Destination	Estimated Quantity	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
2	Light Blue Shirting Fabric	Meters	Laval	50,000	\$ _____

Item	Description	Unit of Issue	Destination	Estimated Quantity	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
3	White Pant Fabric	Meters	Drummondville	20,000	\$ _____

**EXTENSION - YEAR 1**

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
4	White & Light Blue Shirting - Pant Fabric	110,000	Meters	\$ _____

**EXTENSION - YEAR 2**

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra

<b>5</b>	White & Light Blue Shirting - Pant Fabric	<b>110,000</b>	<b>Meters</b>	\$ _____
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**ANNEX "B"****Testing Properties for Shirting (White & Light Blue) - Finished Fabric****Note: Colourfastness testing is not required for White Shirting.**

Property	CAN/CGSB 4.2 Test Methods	Specified	Minimum	Maximum
Weave		Plain 1 x 1		
Cutable Width	No. 4.1 – M87		160 cm	
Mass	No. 5.1 – M90	170 g/m <sup>2</sup>	- 5%	+ 5%
Woven Fabric Count, Yarn/cm	No. 6-M89 Method C	Warp: 42/cm Weft: 22/cm	- 2	+ 2
Tensile Strength (Grab)	9.2 M90		Warp: 600 N Weft: 250 N	
Quantitative Analysis of Fiber Mixture	14 - (2005)	65% Polyester 35% Cotton	- 3%	+ 3%
Dimensional Stability (%)	No. 58- 1CYCLE			Warp: 2.0% Weft: 2.0%
Abrasion (5000 Cycles)	ASTM D4966-89	3		
Pilling	51.2 M-87	4 (90 mins) 4 (120 mins)		
Colourfastness to Light	18.3	L4 (40 hours)	Colour Change: GS 3	
Colourfastness to Washing	19.1		Colour Change: GS 4 Staining: GS 3	

Solicitation No. - N° de l'invitation

21C31-143454/A

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

21C31-143454

Amd. No. - N° de la modif.

File No. - N° du dossier

pr71321C31-143454

Buyer ID - Id de l'acheteur

pr713

CCC No./N° CCC - FMS No/ N° VME

(cotton and polyester fibers)				
Colourfastness to Crocking, Dry and Wet	22		Dry: GS 4 Wet: GS 3	
Colourfastness to Perspiration	23		Colour Change: GS 4 Staining: GS 4	
Free formaldehyde, ppm	63.3			200ppm

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**ANNEX “C”****Testing Properties for Light Blue Shirting Fabric - Colour of Finished Fabric**

The fabric colour shall have CIE (International Commission on Illumination) CIELAB space units when calculated in accordance with \*ASTM E308, using Illuminant D65 and Observation angle 10° as given in

Table 1.

Colour Tolerance: DE maximum of 1.00

**Table 1**

<b>CIE Space Units</b>		
<b>L*</b>	<b>a*</b>	<b>b*</b>
61.12	-2.19	-28.44

\*ASTM - American Society for Testing and Materials

**ANNEX "D"****Testing Properties for Pant Fabric (White) - Finished Fabric**

<b>Property</b>	<b>Evaluation and acceptance procedure CAN/CGSB 4.2</b>	<b>Required Specifications</b>	<b>Acceptable Minimum</b>	<b>Acceptable Maximum</b>
Quantitative analysis of fibre mixtures <b>Note 1</b>	14.18-M91	65% polyester/ 35% cotton	-5%	+5%
Weave		Twill		
Mass	5.1-M90	247.5 g/m <sup>2</sup> (7.3oz/y <sup>2</sup> )	-5%	+5%
Determination of Resistance of Surface Wetting (Spray Test)	26.2	100% spray rating as-is  80% spray rating after 20 washes		

**Note 1:** A variation of more or less 5% is acceptable in accordance with the Act on the labeling of textiles, and the result will be retained after rework.





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
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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
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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

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?

1. 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?  Yes / Oui  No / Non

2. Do you personally know of any person incarcerated in a correctional facility? / If so, provide names - Si oui, fournir son nom :  Yes / Oui  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?  Yes / Oui  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?  Yes / Oui  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.

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.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passer peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature - Signature du demandeur	Date (YYAA-MM-DJ)
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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 mouillées 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. <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
Security Intelligence Officer / Agent de renseignements de sécurité	Institutional Head / Directeur de l'établissement	Visit Review Board / Comité des visites
Date (YYAA-MM-DJ)	Date (YYAA-MM-DJ)	Date (YYAA-MM-DJ)