

Request for Standing Offer
Foreign Affairs, Trade and Development Canada

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

2. Summary

Foreign Affairs, Trade and Development Canada (FATDC) is seeking to establish a Standing Offer (SO) for the provision of office relocation and moving services within the National Capital Region (NCR) on an "as and when requested" basis including the moving and relocation of office cubicles and partitions, equipment, furniture, computers and hardware, workstations, filing cabinets and furnishings. The requirement includes for work required mainly at the Lester B. Pearson Building, 125 Sussex Drive, Ottawa, Ontario and 200 Promenade du Portage, Gatineau, Quebec with relocation projects of various sizes at satellite locations in the National Capital Region.

The Standing Offer established as a result of this Request for Standing Offers is proposed for a period of three (3) years from date of issuance and includes the option to extend the duration for two (2) additional periods of one (1) year. The Standing Offer Agreement is tentatively set for award on September 1, 2014.

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 offer process. The debriefing may be in writing, by telephone or in person.

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PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

The SACC manual is available at the following address:

<https://buyandsell.gc.ca/policy-and-guidelines/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.

1.1 The 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

1.1.1 At Section "General Information":
Delete this section in its entirety

Replace by:

General Information

One method of supply used by Foreign Affairs, Trade and Development Canada (FATDC) to satisfy requirements is to arrange with suppliers to submit a standing offer to provide goods, services or both during a specified period. The department would then authorize call-ups against the standing offer detailing the exact quantities of goods or level of services they wish to order at a particular time, during the effective period of the standing offer in accordance with the predetermined conditions.

The process normally starts with a Request for Standing Offers (RFSO) that suppliers may obtain through the Government Electronic Tendering Service (GETS). A RFSO is an invitation to suppliers to provide the department with a standing offer. The quantity of goods, level of services and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. A RFSO does not commit the department to authorize the utilization of a standing offer or to procure or contract for any goods, services or both. A standing offer is not a contract. The issuance by the department of a Standing Offer and Call-up Authority to successful suppliers does not constitute an agreement by Canada to order any or all of the goods, services or both offered. The department may make one or several call-ups against a standing offer.

1.1.2 Delete the following Subsections in their entirety: 01.4, 01.5, 05.2 (d), 12.1(a), 12.1(b) et 20.2

1.1.3 At Subsection 5.4:
Delete: sixty (60) days
Replace by: ninety (90) days

1.1.4 At Section 6 and at Section 7:
Delete: PWGSC
Replace by: FATDC

2. Submission of Offers

Offers must be submitted only to Foreign Affairs, Trade and Development Canada by the date, time and place indicated on page 1 of the Request for Standing Offers.

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Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or other electronic means 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 territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (4 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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](#) available at the following address:

<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.

Section I: Technical Offer

- 1.1 In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.
- 1.2 The technical offer must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statements contained in the solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offer by identifying the specific paragraph and page number where the subject topic has already been addressed.
- 1.3 Canada will evaluate only the documentation provided with the Offer. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the Offer.

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- 1.4 Bidders are advised that only listing experience without providing any supporting information data such as: curriculum vitae, professional profile, credentials, references and/or reference letters, number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment; and where, when and how such experience was obtained will not be considered to be “demonstrated” for the purpose of this evaluation.

Section II: Financial Offer

- 2.1 The Offeror must submit firm prices, rates or both in accordance with Annex B, Basis of Payment that will apply for the entire period of the Standing Offer including any extension periods. All prices must be in Canadian dollars and the total amount of Applicable Taxes must be shown separately, as applicable.
- 2.2 The Offeror must include all costs for the requirement described in the solicitation for the entire period of the Standing Offer including any option periods. The identification of all necessary labour, materials, tools, equipment, peripherals and components required and the associated costs of these items is the sole responsibility of the Offeror.
- 2.3 Offerors are requested to insert a price for all items as set out in the pricing tables in Annex B Basis of Payment. If the Offeror leaves any price blank, Canada will treat the price item as “\$0.00” for evaluation purposes and may request that the Offeror confirm the price. Offerors will not be permitted to modify a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

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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.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- (a) Each offer will be reviewed to determine whether it meets the mandatory requirements of the solicitation. All elements of the offer solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Offers that do not comply with each and every mandatory requirement will be considered non-responsive and disqualified.
- (b) The mandatory technical criteria are described in Attachment 1 to Part 4.
- (c) Canada reserves the right to conduct reference checks to verify the information contained in the Technical Offer. This may be conducted in writing by e-mail or by phone. Canada will obtain reference contact information from the Offeror and send e-mail reference check requests to contacts at the same time. These contacts must respond within 5 working days. On the third working day during this period, if Canada has not received a response, the Offeror will be notified by e-mail, to contact its reference directly to ensure that it responds to Canada in the required period. Wherever information provided by a reference differs from the information supplied by the Offeror, the information supplied by the reference will be the information evaluated.
- (d) Canada reserves the right to request proof of any information provided by the Offeror. If the information cannot be validated, the offer may be considered non-responsive.

1.2 Financial Evaluation

1.2.1 The price of the Offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB Destination, Canadian customs duties and excise taxes included.

1.2.2 For offer evaluation purposes only, the Summary Evaluated Price (SEP) of the Offer will be determined as follows:

- (a) Pricing Schedule 1, 2 and 3

For items no. 1 to 7 inclusive the prices quoted in column A will be multiplied by the associated quantity in column B to calculate the evaluated price in column C. The Total Evaluated Price (TEP) of each pricing schedule will be the sum total of all evaluated prices in column C.

For items no. 8 to 11, the prices quoted will not form part of the financial evaluation.

- (b) Summary Pricing Schedule

The SEP will be the sum total of the TEP of pricing schedules 1, 2 and 3.

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2. Basis of Selection – Mandatory Technical Criteria

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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ATTACHMENT 1 TO PART 4

TECHNICAL EVALUATION CRITERIA

1.0 Mandatory Technical Criteria

The Offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

In order to demonstrate the experience, the technical bid must include a detailed description of projects.

For each project the following minimum details must be provided:

- (a) Objective of project,
- (b) Results or Outcome of project,
- (c) Start and end date of project
- (d) Duties or tasks performed
- (e) Client reference information which should include:
 - i. Name and address of organization
 - ii. Contact individual including name, title, telephone number and e-mail.

Projects with overlapping durations will have the experience counted only once.

MT1.0 Experience of the Offeror

The Offeror must have a minimum of three (3) years of experience in providing office relocation services within the last ten (10) years from the bid closing date, including:

- (a) Transferring office furniture, office equipment and supplies, files and records from one location to another location.
- (b) Managing the activities of packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, and assembling.
- (c) Providing all moving equipment and materials such as vehicles, vans, trailers, forklift trucks, roller jacks, hydraulic tools, dollies, hand trucks, hand tools, protective covers, mats and ramps.
- (d) Ensuring adherence of personnel to all emergency, fire safety and security regulations applicable at the work site.
- (e) Ensuring adherence of personnel to all Canada Occupational Safety and Health Regulations such as wearing of protective footwear and clothing and using protective equipment, materials and devices.

MT2.0 Proposed Work Crew

MT2.1 Proposed Dedicated Work Crew

The Offeror must provide two (2) dedicated work crew personnel consisting of the following roles:

- (a) One Supervisor
- (b) One Installer

The proposed work crew personnel must be dedicated to the department (available when required) for the Work described in the Standing Offer.

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MT2.2 Proposed Additional Work Crew

The Offeror must provide two (2) additional work crew personnel consisting of the following roles:

- (a) One Driver
- (b) One Moving Technician

M3.0 Experience of Proposed Dedicated Work Crew**M3.1 Experience of Supervisor****M3.1.1 Experience with Interlocking Office Furniture Systems**

The proposed dedicated Supervisor must have a minimum of five (5) years of experience performing work on interlocking office furniture systems including:

- (a) Installing
- (b) Dismantling
- (c) Reassembling
- (d) Reconfiguration
- (e) Reading and interpreting floor plans
- (f) Reading and interpreting furniture drawings

M3.1.2 Experience in Supervision

The proposed dedicated Supervisor must have a minimum of five (5) years of experience supervising a team of at least three (3) crew members performing office relocation projects.

M3.2 Experience of Installer**M3.2.1 Experience with Interlocking Office Furniture Systems**

The proposed dedicated Installer must have a minimum of five (5) years of experience performing work on interlocking furniture systems including:

- (a) Installing
- (b) Dismantling
- (c) Reassembling
- (d) Reconfiguration
- (e) Reading and interpreting floor plans
- (f) Reading and interpreting furniture drawings

M3.2.2 Experience in Office Relocation

The proposed dedicated Installer must have a minimum of one (1) year of experience in performing office relocation projects involving any combination of moving office furniture, office equipment, and office supplies such as files and records, and including:

- (a) Packing
- (b) Crating
- (c) Loading
- (d) Transporting

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- (e) Unloading
- (f) Unpacking
- (g) Uncrating
- (h) Handling and operating moving tools and equipment including:
 - i. roller jack
 - ii. hydraulic tool
 - iii. hand tool
 - iv. dolly
 - v. computer cart
 - vi. screen cart
 - vii. furniture glide and skate

M3.3 Experience of Moving Technician

The proposed Moving Technician must have a minimum of three (3) years of experience in performing office relocation project involving any combination of moving office furniture, office equipment, and office supplies such as files and records, including:

- (a) Packing
- (b) Crating
- (c) Loading
- (d) Transporting
- (e) Unloading
- (f) Unpacking
- (g) Uncrating
- (h) Handling and operating moving tools and equipment including:
 - i. roller jack
 - ii. hydraulic tool
 - iii. hand tool
 - iv. dolly
 - v. computer cart
 - vi. screen cart
 - vii. furniture glide and skate

M3.4 Experience of the Driver

The proposed Driver must have a minimum of three (3) years of experience driving five (5) ton trucks including:

- (a) Packing
- (b) Crating
- (c) Loading truck
- (d) Transporting
- (e) Unloading truck
- (f) Unpacking
- (g) Uncrating
- (h) Handling and operating moving tools and equipment

M4.0 Vehicles and Equipment

The Offeror must demonstrate that it will provide the required vehicles and equipment detailed within Annex "A" Statement of Work including:

- (a) Three 5-ton trucks including at least one with hydraulic lift tailgate.
- (b) One cube van with air ride.
- (c) Transportation equipment including furniture pads, load restraining straps and bars to stop loads from moving around inside the vehicle.
- (d) Moving and lifting equipment including pallet movers, hand carts and dollies.

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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. Certifications Precedent to Issuance of a Standing Offer

The certifications listed in Attachment 1 to Part 5 should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and 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 requirement within that time period will render the offer non-responsive.

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ATTACHMENT 1 TO PART 5

CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER

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 Standard Instructions 2006.

2. Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

3. Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

4. Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

5. Former Public Servant – Competitive Requirements

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

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Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S.1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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Date: June 13, 2014

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Certification

By submitting an Offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

Name & Signature of Authorized Individual

Date

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PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1.1 Before issuance of a standing offer, the following conditions must be met:

(a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;

(b) the Offeror's proposed individuals (as listed below) requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer:

- i. One (1) Supervisor – Secret clearance
- ii. One (1) Installer – Secret clearance
- iii. One (1) Driver – Enhanced reliability
- iv. One (1) Moving Technician – Enhanced reliability

(c) the Offeror must provide the name, CIISD reference number and expiry date of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

1.3 For additional information on security requirements, offerors should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada website at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

2. Financial Capability

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

3. Insurance Requirements

3.1 The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "C".

3.2 If the information is not provided in the offer, 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 requirement within that time period will render the offer non-responsive.

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PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A. STANDING OFFER

1. Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

2. Security Requirement

The Offeror must, at all times during the performance of the Standing Offer hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET and/or RELIABILITY STATUS**.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of DFATD.

The Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
- b) Industrial Security Manual (Latest Edition).

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](#) 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.

The General Conditions are available at the following address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/8>

3.1.1 The 2005 General Conditions is amended as follows:

(a) At Section 01 Interpretation:

Delete: the Minister of Public Works and Government Services
Replace by: the Minister of Foreign Affairs

(b) At Section 06 Withdrawal:

Delete: thirty (30) days
Replace by: ninety (90) days

(c) At Section 11 Integrity Provisions – Standing Offer:

Delete: Subsection 11.4 in its entirety.

3.2 Periodic Usage Reports - Standing Offer

3.2.1 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, including those paid for by a Government of Canada Acquisition Card.

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3.2.2 All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

3.2.3 The data must be submitted on a quarterly basis to the Standing Offer Authority in accordance to the following quarterly reporting periods:

- (a) 1st quarter: April 1 to June 30;
- (b) 2nd quarter: July 1 to September 30;
- (c) 3rd quarter: October 1 to December 31;
- (d) 4th quarter: January 1 to March 31.

The data must be submitted electronically to the Technical Authority and the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

3.2.4 The quarterly reports must contain the following minimum information:

- a) Standing Offer number;
- b) quarterly reporting period covered;
- c) call-up number, date issued, dollar value with Applicable Taxes identified separately;
- d) duration (start/end date) and hours of work;
- e) Numbers, names and resource categories of work crew;
- f) Vehicle types;
- g) Itemized breakdown of charges, as per Basis of Payment schedule;
- h) Total amount invoiced monthly and quarterly; and,
- i) Total amount invoiced from previous reporting periods.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____ inclusive.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4.3 Transition Period

The Offeror acknowledges that the nature of the services provided under the Standing Offer requires continuity and that a transition period may be required at the end of the Standing Offer. The Offeror agrees that Canada may, at its discretion, extend the Standing Offer by a period of four (4) months under the same conditions to ensure the required transition. The Offeror agrees that, during the extended period of the Standing Offer, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Standing Offer Authority will advise the Offeror of the extension by sending a written notice to the Offeror at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Standing Offer Authority

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The Standing Offer Authority is:

Nathan Lyon
 Contracting Specialist
 Foreign Affairs, Trade and Development Canada
 Corporate Operations Bureau - SPP
 125 Sussex Drive, Ottawa, ON K2B 1B3

Telephone: 343.203.1323
 Facsimile: 613.944.2222
 E-mail address: Nathaniel.lyon@international.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, this individual 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: **[to be entered at award]**

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: ____ - ____ - _____
 Facsimile: ____ - ____ - _____
 E-mail address: _____

The Technical Authority named above is the representative of the department responsible for all matters concerning the technical content of the Standing Offer. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the Standing Offer. Changes to the Standing Offer can only be made through a revision issued by the Contracting Authority.

5.3 Project Authority

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

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

5.4 Offeror's Representative **[to be entered at award]**

6. Identified Users

The Identified Users authorized to make contracts/call-ups against the Standing Offer are _____ **[to be entered at award]**.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using DFATD form Call-up against a Standing Offer or an electronic version.

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8. Limitation of Call-ups

Individual contracts/call-ups against the Standing Offer must not exceed \$400,000.00 (Applicable Taxes included).

9. Financial Limitation – Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*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 4 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 (2014-03-01) - Standing Offers - Goods or Services;
- d) the General Conditions 2035 (2014-03-01) - Higher Complexity – Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Security Requirements Check List
- i) Annex E, Sample Call-up Against a Standing Offer;
- j) The Offeror's offer dated _____, as clarified _____.

11. Certifications**11.1 Compliance**

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification 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. Insurance

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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The Contractor's coverage must be placed with an insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

14. SACC Manual Clauses

Number	Date	Title
M3020C	2010-01-11	Status and Availability of Resources

15. OPO Dispute Resolution

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of the Standing Offer and their consent to bear the cost of such process. The Office of the Procurement Ombudsman (OPO) may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

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7B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work described in the contract/call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2035 (2014-03-01) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The General Conditions are available at the following address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/12>

2.1.1 The 2035 General Conditions is amended as follows:

(a) At Section 01 Interpretation:

Delete: the Minister of Public Works and Government Services
Replace by: the Minister of Foreign Affairs

(b) At Section 41 Integrity Provisions - Contract:

Delete: Subsection 41.4 in its entirety.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the contract/call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment – Firm Price(s) and/or Firm Rate(s)

The Contractor will be paid firm price(s) and/or firm rate(s) as specified in the Contract, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

The firm prices/rates must be in accordance with the Basis of Payment in Annex B of the Standing Offer.

4.2 Limitation of Expenditure

Canada's total liability to the Contractor under the contract must not exceed the amount specified in the Contract. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

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whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4.3 Other Direct Expenses

The Contractor will be reimbursed for the following direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

- (a) City permits (e.g. parking)

4.4 Method of Payment

The following methods of payment will apply to any resulting contract:

4.4.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

-or-

4.4.2 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

4.5 SACC Manual Clauses

Number	Date	Title
C0705C	2010-01-11	Discretionary Audit
D5328C	2007-11-30	Inspection and Acceptance

5. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses;

Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:
 Foreign Affairs, Trade and Development Canada
 Procurement, Material Management and Logistics (SPF)

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Room D1-723
125 Sussex Drive, Ottawa, ON K1A 0G2
Attention: _____

6. SACC Manual Clauses

Number	Date	Title
A2000C	2006-06-16	Foreign Nationals (Canadian Contractor)
A9039C	2008-05-12	Salvage
A9068C	2010-01-11	Government Site Regulations
A9117C	2007-11-30	T1204 – Direct Request by Customer Department

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ANNEX "A"
STATEMENT OF WORK

- 1.0 Title**
Moving and Office Relocation Services in the National Capital Region (NCR)
- 2.0 Objective(s) of the Work**
The objective of the Work is to provide moving and relocation services of office suites, furniture, office equipment and supplies on an "as and when requested" basis for approximately five thousand (5,000) employees of the Department of Foreign Affairs, Trade and Development (DFATD) at various locations within the NCR.
- 3.0 Scope of the Work**
- 3.1 The range of required services includes the moving and relocation of office system furniture (including screens and partitions), office equipment, free standing furniture (i.e. case goods), computers and hardware, filing cabinets, files and records, and other furnishings.
- 3.2 The Offeror will provide all labour, tools, moving equipment, materials, vehicles (i.e. 5 ton trucks with air ride and/or without hydraulic tailgates, and/or walk boards, cube van, tractor-trailer) to perform all tasks properly, efficiently and in accordance with all applicable Health And Safety regulations.
- 3.3 The required moving service activities will also include minor maintenance and repair to furniture (e.g. replacement cylinder, arms of office chairs) and the distribution of DFATD supplied copier paper to the various common equipment areas located at the various satellites offices located in the NCR. Replacement parts for the maintenance repair of departmental furniture will be provided by the department.
- 3.4 The requirement includes for work required mainly at the Lester B. Pearson Building, 125 Sussex Drive, Ottawa and at 200 Promenade du Portage, Gatineau, with relocation projects of various sizes at DFATD and other government satellite offices in the NCR.
- 4.0 Tasks**
The Offeror must perform, but not limited to, the following tasks:
- 4.1 **Communication**
The Offeror must be equipped to send and receive electronic communications (e.g. email and facsimile messages). The Offeror shall maintain communications via cellular phone, at the Offeror's expense, during the move operations with the Logistical Coordinator and their supervisory staff, at all locations of work.
- 4.2 **Service Requests**
The Offeror must respond to regular requests within forty eight (48) hours of notice being given and respond within two (2) hours' notice for urgent requirements. The Offeror will comply strictly to the moving schedule unless otherwise authorized by the Project Authority.
- 4.3 **Moving Date and Schedule**
- 4.3.1 The moving project will be carried out in accordance with the scope, instructions, specifications and approved floor plans. A minimum 48 hour advance notice will be provided for regular moving projects.
- 4.3.2 Due to unforeseen circumstances the Offeror may be requested to perform moving projects with less than 48 hours' notice. Work shall be done continuously to the successful completion of the

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move. On larger scope projects, the Offeror will be informed of any changes to the schedule at least two days in advance (whenever possible). The moving schedule shall, under no circumstances, be changed without obtaining authorization from the Project Authority.

- 4.3.3 The Offeror must perform a site visit for a pending move to familiarize themselves with all conditions of all buildings affected; site access, loading and unloading facilities, building access, elevator service, loading dock time uses, etc. and ascertain the total scope of the inventory to be moved. No additional payment will be made as a result of the Offeror's failure to comply with the site visit.
- 4.4 Perform all required moving service activities including packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling, handling and operation of moving tools and equipment (e.g. roller jack, hydraulic tool, hand tool, dolly, computer cart, screen cart, furniture glides, etc.) and general cleanup at the end of each move. The Supervisor, Installer(s) and Moving Technician(s) must be able to read and interpret floor plans and furniture layouts.
- 4.5 **Installation of system furniture**
Perform the installation, dismantling reassembling/reconfiguration of interlocking furniture, screen systems and desking systems (i.e. Teknion, Steelcase, Trendway, Corcan, Dynamic, Nightingale, Herman Miller, Haworth and Knoll).
- 4.6 Perform minor maintenance and repair to furniture (e.g. replacement cylinder, arms of office chairs) and distribute DFATD supplied copier paper to the common equipment areas located at the various satellites offices located in the NCR.
- 4.7 The Offeror shall prepare a list of furniture and effects and identify on that list any items in damaged condition prior to the move. Any damage is to be verified with the move coordinator from DFATD, prior to the item being moved. The Offeror must not move unmarked items unless approved by the Project Authority or the Logistical Coordinator.
- 4.8 The Supervisor will inform the Project Authority immediately of all mishaps, breakdowns, near misses, accidents, damage, etc.
- 4.9 **Special Areas and Equipment**
Packing and numbering of boxes and dismantling and assembly shelving is to be in accordance with the authorized users system. The packing, labeling and unpacking of the material shall be performed as directed by the assigned Logistical Coordinator.
- 4.10 Electronic and sensitive equipment will be moved as authorized by the Logistical Coordinator. It is the responsibility of the Offeror to determine all special requirements in regard to moving this equipment to include all costs and special insurance required.
- 4.11 The Offeror and their employees shall comply with all safety, security regulations and smoking policies applicable to various buildings.
- 4.12 The Offeror shall provide transportation at no additional cost to DFATD, to and from the respective work sites, for the Offeror's personnel, their tools and equipment, related materials and supplies required for the performance of the work under any resulting request.

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5.0 Resource Requirements

- 5.1 The Offeror shall provide a dedicated crew of two (2) personnel to be on site at a minimum of three days a week (Preferably Wednesday, Thursday and Friday) at 125 Sussex Drive or 200 Promenade du Portage. The dedicated crew will consist of one Supervisor and one Installer. The two members of the dedicated work crew must have a valid security clearance at SECRET level as per the Security Requirements Checklist (SRCL). The Supervisor and the Installer shall move materiel if no installation is required.
- 5.2 An additional crew of one Driver and one Moving Technician will be required once a week, to perform relocation services including furniture, computer equipment, personnel's effects, etc., and, pickup and delivery between the various DFATD offices located in the National Capital Region. Members of this additional crew must have at a minimum a valid Enhanced Reliability Security Clearance as per the Security Requirements Checklist (SRCL).
- Due to unforeseen circumstances and / or additional requirements, the dedicated crew and additional resources (i.e. trucks / drivers, movers, packers, installers) may be requested by DFATD to meet and respond to additional needs on an as required basis.
- 5.3 The Offeror will provide, on request, up to twelve (12) additional workers and three (3) trucks (5 ton capacity). The Supervisor shall designate a responsible coordinator(s) to ensure the specifications and specific instructions regarding all aspects of the move are complied with. Members of this additional work crew must have at a minimum a valid Enhanced Reliability Security Clearance as per the Security Requirements Check List (SRCL).
- 5.4 The Offeror shall not sub-contract partial or whole moves or use alternate resources without the written approval of the Project Authority. This condition shall be used on an exceptional basis.
- 5.5 When work situations arise where coordinator(s) are required, the Supervisor shall first assign the dedicated and alternate work crew personnel as coordinator(s).
- 5.6 The Offeror will provide on an exceptional basis, an additional work crew up to twenty-five (25) workers, and/or the supply of tractor trailer and semi-trailer equipment. The Supervisor shall designate responsible coordinator(s) to ensure the authorized users specific instructions regarding all aspects of the move are complied with. Members of this additional work crew must have at a minimum a valid Reliability Security Clearance as per the Security Requirements Checklist (SRCL).
- 5.7 All moving personnel shall bring personal identification (ID) cards (Health Card or Driver's License) to get a DFATD access card (provided by DFATD Security Offices), and shall wear the DFATD access cards at all times while on DFATD premises. Access cards are to be returned to Security at the end of each working day.
- 5.8 In each request, the specific level of security required will be identified. Only security cleared, experienced and skilled personnel shall be used to respond to DFATD moving requirements.
- 5.9 Should the assigned personnel (i.e. dedicated work crew) no longer work for the Offeror over the period of the Standing Offer, the Offeror shall provide a replacement and ensure that the replacement meets the same qualifications and security requirement as stated herein.
- 5.10 Personnel shall have client orientation, interpersonal skills and personal suitability; they shall be able to work well with others, be neat in appearance, and possess good communication skills and be reliable. Since the work to be performed is considered a front line function, all persons performing the tasks shall wear clothes appropriate for the environment.

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Safety steel toe work boots having the green tag label (CSA approved) must be worn at all times, and in accordance with the Canada Occupational Safety and Health Regulations.

- 5.11 The Offeror shall maintain satisfactory standards of personnel competency, conduct, cleanliness, appearance and integrity and shall be responsible for taking such disciplinary action with respect to its personnel as required.
- 5.12 The Offeror's personnel shall not conduct personal affairs during duty hours. Disorderly conduct, use of abusive or offensive language shall not be permitted. Offeror personnel shall not participate in disruptive activities, which interfere with normal and efficient department operations.
- 5.13 The Offeror will be responsible, upon request, for coordination with any other companies hired by Canada to perform moving and relocation services.

6.0 Health and Safety

- 6.1 The Offeror's personnel must wear protective footwear and clothing, must use protective equipment, materiel and devices as required, and in accordance with the Canada Occupational Safety and Health Regulations. The Offeror must also act in accordance with any regulations set forth by the building owner and/or property managers.
- 6.2 The Offeror's personnel must be uniformed appropriately for the nature and location of the work. They shall display the Offeror's name or logo on the outer garment for identification purposes. At any time while on DFATD work site, the Offeror's personnel could be asked to identify themselves.
- 6.3 The Offeror shall adhere to all emergency, fire safety, and security regulations in the buildings. The Offeror shall provide a plan to its employees and DFATD project authority on how to proceed in case of injury.

7.0 Minimum Call-Up Period and Hours of Work

- 7.1 All work shall be provided strictly in accordance with the hours of work condition specified herein, and the time frames specified on each individual call-up. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the authorized user(s).
- 7.2 Using the DFATD attendance sheet, each work crew member shall sign in and out, for all hours worked.
- 7.3 The minimum call-up period will be two (2) hours in duration. All claims, above and beyond a two (2) hour minimum order time period will be calculated to the next 15 minutes.
- 7.4 Hours of work for the dedicated crew shall be from 07:30 to 16:00 hours, with one 30 minutes (unpaid) meal break.
- 7.5 The Offeror must provide a monthly report with the invoice detailing each of the activities, resources and equipment provided each day of the month.

8.0 Overtime and Statutory Holidays

- 8.1 If services are required beyond scheduled 8 hour workday, on Saturday, Sunday or statutory holidays, members of the dedicated crew are to be given first opportunity to work and in some instances must be required to stay. If one or both members of the dedicated crew and/or additional resources already assigned to work at DFATD on any day remain beyond the regular work shift, the minimum call-up of 2 hours will not be applicable in these instances.

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- 8.2 Overtime will be paid (at time and one half) for personnel that have worked in excess of 44 hours in a week (from Monday to Sunday) which will be calculated based on the rates in Annex B, Basis of Payment.
- 8.3 Services required on week nights, Saturdays, Sundays and Statutory Holidays will be called up, as required. The number of moving personnel will be based on the size of the move.
- 8.4 Services required on Statutory Holidays which are recognized by the federal government and for which the Offeror compensates its personnel, will be paid at time and one half calculated based on the rates in Annex B, Basis of Payment. The Ontario Family Day in February is not a statutory holiday for the Government of Canada and is to be considered a normal working day.
- 8.5 The Offeror must not perform any overtime unless authorized in advance and in writing by the Project Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.
- 9.0 Vehicles, Equipment, and Tools**
- 9.1 The Offeror will be required to provide for an average move, at least three (3) 5 ton trucks with and/or without hydraulic tailgates, and/or walk boards including all furniture pads, tie down straps, steel plates, plastic bins (including lids, labels , dollies, screen/computer carts, moving equipment and personnel. Other moves depending on the size will require cube vans, and on occasion tractor-trailer(s).
- 9.2 The Offeror is required to provide all the resources, tools, lifting equipment and supplies necessary to perform all tasks properly, efficiently, and safely.
- 9.3 On request, the Offeror shall use an air ride van or truck for the transfer of all special, delicate, light or heavy equipment and instruments, etc.
- 9.4 All vehicles, vans, trailers, forklift trucks, roller jacks, hydraulic tools, dollies, hand truck, hand tools, protective covers, mats, ramps and any other equipment or tools used for the moves will be provided by the Offeror and are to be first class, in working order, in clean condition and regularly maintained to ensure against injury, damage, breakdown or delay.
- 9.5 The Offeror must provide, depending upon the magnitude of the move, all necessary tools and equipment to properly and safely complete the services as directed by the authorized users including, but not limited to the following equipment:
- (a) 300 dollies (4 soft wheel casters, carpeted)
 - (b) 20 screen carts (Soft wheels)
 - (c) 30 electronic/computer carts (Soft wheels)
 - (d) 500 plastic library boxes with lids
 - (e) shrink wrap, bubble wrap, wood/plastic pallets
 - (f) Moving labels with non-adhesive glue
 - (g) 200 furniture glides/skates
 - (h) 100 Masonite sheets
 - (i) Fridge cart
 - (j) Johnson bar
 - (k) Manual pallet truck (3)

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9.6 The Offeror must provide qualified installers only. Each additional Installer must have a minimum of 2 years of work experience as an installer. Each installer must have their own tool kit or have them provided by the Offeror as follows:

- (a) Robertson Screwdrivers, size #1, #2 and #3,
- (b) Philip Screwdrivers, size #1, #2 and #3,
- (c) Two sizes of standard (flat head) screwdrivers, sizes #6 and #8,
- (d) Needle nose pliers,
- (e) Pliers,
- (f) Vice grips,
- (g) Side cutters,
- (h) Metric and Imperial wrenches (complete set),
- (i) Rubber and Ball-peen hammers,
- (j) Cordless drill c/w a battery charger including two rechargeable batteries and with #1, #2 and #3 Robertson screwdriver bits and Philip bits.
- (k) Hex bits and Torx bits),
- (l) Metric and Imperial Allan Keys (complete sets).
- (m) Pry Bar
- (n) Gloves
- (o) Measuring Tape
- (p) Hole Saw Kit
- (q) Flashlight
- (r) Hack Saw
- (s) Safety glasses
- (t) Hump Strap
- (u) Utility Knife
- (v) Hammer
- (w) Socket set (Metric and Imperial)
- (x) Level

9.7 Pallets transporters, hydraulic hand tools, dollies, and other tools, accessories, blankets, including floors, walls, stairs, elevators, protection materials etc. must be provided in sufficient quantity to assure smooth and careful workmanship. Pallet transports must not be used on pedestal flooring.

9.8 Additional equipment and tools may be required, depending on the requirement.

9.9 The Department will not be responsible for any loss, theft or damage to the Offeror's vehicles, equipment and/or tools for any reason whatsoever including any left unattended.

10.0 Locations of the Work

The Offeror must perform the work at the following locations:

- (a) L.B Pearson Building, 125 Sussex Drive, Ottawa, Ontario
- (b) John G. Diefenbaker Building, 111 Sussex Drive, Ottawa, Ontario
- (c) 4200 Labelle Street, 3rd, 4th, and 5th Floors, Ottawa, Ontario
- (d) Canadian Building, 219 Laurier Street, 11th and 12th Floors, Ottawa, Ontario
- (e) Fontaine Building, 200 Sacre Coeur, 4th, 5th and 6th Floors, Gatineau, Quebec
- (f) Bisson Campus, 115 rue Bisson, Gatineau, Québec
- (g) 45 Sacre Coeur (old Printing Bureau) 2nd and 3rd Floors, Gatineau, Quebec
- (h) Canada Reception Centre, Hangar 11 and VIP Lounge (Ottawa International Airport) Ottawa, Ontario
- (i) House of Commons, Centre Block/West Block/Confederation Building, Ottawa, Ontario
- (j) Defense Contract Management Americas, 275 Bank Street #200, Ottawa, Ontario

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- (k) 200 promenade du Portage, Gatineau, Québec
- (l) Conference Areas such as Government Conference Centre.

The Offeror may be required to perform the work at additional NCR locations at the discretion of the Project Authority by written notice to the Offeror. The Project Authority will endeavor to provide 48 hours' advance notice of changes to the locations of work.

11.0 Environmental Considerations

11.1 The Offeror must make every possible effort to identify and incorporate environmentally sound processes, methods and performance considerations in supplying its services to the department.

11.2 This includes, but not limited to, the following:

- (a) Reducing greenhouse gas emissions and air contaminants;
- (b) Improving energy efficiency;
- (c) Reducing or removing ozone depleting substances;
- (d) Reducing waste and supporting reuse and recycling;
- (e) Reducing toxic and hazardous chemicals and substances;
- (f) Using renewable resources and/or environmentally preferred products;
- (g) Using environmentally responsible disposal practices;

12. Work Permits, Insurance and Damages

12.1 The Offeror must obtain all work permits including city traffic department approval for on-street parking, closing of sidewalks, etc. as necessary, and pay any fees and fines (i.e. Parking Violations) incurred at its own expense.

12.2 All items of furniture, equipment, effects and machines, etc. are to be carefully protected during packing, moving and transporting to ensure no damage to them or the building involved in the move. All areas of buildings where damage could possibly occur will be protected from excessive wear by covering with plywood, mats, runners, building paper, or other protective covering at the Offeror's discretion or as directed by the authorized user(s). Any costs associated with protective covering will be at the Offeror's own expense.

12.3 Doors and door openings shall be protected from damage. The Offeror shall remove doors from their frames and replace same without damage, whenever necessary.

12.4 All elevator cabs shall be lined if necessary and properly protected.

12.5 For the transporting of steel shelving, particularly the "T" bars, the Offeror is to satisfy the Project Authority that the equipment used by the Offeror is adequate and safe for the protection of the premises.

12.6 The Offeror shall ensure that resilient flooring, carpets, marble and terrazzo floors are protected from damage during the moves (at origin and at destination).

12.7 All heavy pieces of equipment and machinery shall be moved on proper dollies and over-planking and safe floor coverings to prevent overloading or damage to floors in the applicable work site building.

12.8 During and on completion of the moving services, the Offeror shall collect all rubbish, crates and packing materials and remove same from the premises and dispose of accordingly.

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12.9 The Offeror must notify the Project Authority, in writing, immediately of any damages sustained to the furniture, effects and/or premises, which were caused by the work crews. The Project Authority will assess the damage and file a claim with the Offeror. The Offeror shall have thirty days from the date the claim was submitted to the Offeror to process and settle the claim. In the event, damages are sustained and not reported; the Project Authority will assess the damage and file a claim with the Offeror. The above time frames for processing and settlement of the claims will apply.

13. Storage Area

13.1 An identification area will be set up to receive all items arriving untagged or unidentifiable. The authorized Logistic Coordinator will verify these and once identified, they will be moved to the proper location by the Offeror.

13.2 The Offeror is responsible to ensure the designated headquarters storage area is kept clean, and all furniture and effects stored in an orderly manner. This will facilitate the flow of furniture and effects requests and also identify when to reorder inventory furniture and ensure related data are accurate.

13.3 The Offeror is to collect all equipment that DFATD rents from the Offeror from DFATD premises and return the equipment after the work is completed.

14. Registration – Authorities – Licenses

14.1 The Offeror must ensure that all vehicles used to fulfill the terms of the contract will be properly registered and carry all authorities, licenses and insurance required by the appropriate Municipal, Provincial or Federal Regulatory Bodies. Proof of operating licenses must be provided upon request.

14.2 The Offeror shall possess all licenses to transport goods as required by provincial law including Provincial Operating License for Ontario, Quebec and inter-provincial between Ontario and Quebec. These licenses must be provided, as requested.

15. Performance Management

15.1 In order to ensure quality service, and as part of the process for moving and office relocation services, the Technical Authority will implement a performance measurement system to monitor the performance of the Offeror and the satisfaction of the Identified user(s). A Performance Monitoring Survey will be provided at random to Identified user(s) being served to elicit feedback regarding the effectiveness of the process and the performance of the Offeror.

15.2 The Survey will request the Identified user(s) to assess the level of service received for the following types of service:

- a) client communication;
- b) time management;
- c) dependable, reliable, efficient work crews;
- d) equipped with all necessary tools and equipment for each move;
- e) delays in time frames for scheduled moves;
- f) Identification and addressing of any issues;
- g) interpersonal skills including helpful and courteous manner; and,
- h) overall quality of service.

15.3 Each completed survey shall be reviewed by the Technical Authority and those surveys which indicate an unsatisfactory level of service will be discussed at regular meetings between the official(s) designated by the Offeror and the Technical Authority or delegate as well as the Standing Offer Authority. The Offeror will be required to detail the source of the unsatisfactory assessment and provide a description of the remedial action to be taken.

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15.4 Poor performance of any requirement detailed in the Statement of Work, including failure to remedy any condition of an unsatisfactory assessment or from a complaint to the satisfaction of the department, may result in suspension or termination of the Standing Offer.

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ANNEX "B"
BASIS OF PAYMENT

- B1. The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer including any extension periods, if exercised. All prices must be stated in Canadian Dollars excluding Applicable Taxes.
- B2. The estimated volumes indicated are for financial evaluation purposes only and are not a guarantee of work volumes under the Standing Offer. Canada's actual usage may be higher or lower.

A - Pricing Schedule 1

For the initial period from ____ to ____ (36 months):

	Category Description	Firm Price(s) / Firm Rate(s) (A)	Estimated Volume (in hours) (B)	Evaluated Price (C= A * B)
Labour Category (Monday to Sunday)				
1	Supervisor	\$ _____ per hour	6,240	\$
2	Installer	\$ _____ per hour	6,240	\$
3	Moving Technician	\$ _____ per hour	6,240	\$
4	Packer	\$ _____ per hour	600	\$
Vehicles Including Driver (Monday to Sunday)				
5	Cube Van (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	600	\$
6	5-ton Truck (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	3,000	\$
7	Tractor Trailer (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	300	\$
Materials and Supplies				
8	Plastic Bin, approx. 30 inch by 24 inch (unit quantity)	\$ _____ per day	n/a	n/a
9	Dolly (unit quantity)	\$ _____ per day	n/a	n/a
10	Screen Cart (unit quantity)	\$ _____ per day	n/a	n/a
11	Computer Cart (unit quantity)	\$ _____ per day	n/a	n/a
Total Evaluated Price – Schedule 1 (Sum of C1 to C7) =				\$

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B - Pricing Schedule 2

For the extended period of the contract from ____ to ____ (12 months):

The option period pricing is only applicable if the extension is exercised by the department.

	Category Description	Firm Price(s) / Firm Rate(s) (A)	Estimated Volume (in hours) (B)	Evaluated Price (C= A * B)
Labour Category (Monday to Sunday)				
1	Supervisor	\$ _____ per hour	2,080	\$
2	Installer	\$ _____ per hour	2,080	\$
3	Moving Technician	\$ _____ per hour	2,080	\$
4	Packer	\$ _____ per hour	200	\$
Vehicles Including Driver (Monday to Sunday)				
5	Cube Van (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	200	\$
6	5-ton Truck (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	1,000	\$
7	Tractor Trailer (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	100	\$
Materials and Supplies				
8	Plastic Bin, approx. 30 inch by 24 inch (unit quantity)	\$ _____ per day	n/a	n/a
9	Dolly (unit quantity)	\$ _____ per day	n/a	n/a
10	Screen Cart (unit quantity)	\$ _____ per day	n/a	n/a
11	Computer Cart (unit quantity)	\$ _____ per day	n/a	n/a
Total Evaluated Price – Schedule 2 (Sum of C1 to C7) =				\$

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C - Pricing Schedule 3

For the extended period of the contract from ____ to ____ (12 months):

The option period pricing is only applicable if the extension is exercised by the department.

	Category Description	Firm Price(s) / Firm Rate(s) (A)	Estimated Volume (in hours) (B)	Evaluated Price (C= A * B)
Labour Category (Monday to Sunday)				
1	Supervisor	\$ _____ per hour	2,080	\$
2	Installer	\$ _____ per hour	2,080	\$
3	Moving Technician	\$ _____ per hour	2,080	\$
4	Packer	\$ _____ per hour	200	\$
Vehicles Including Driver (Monday to Sunday)				
5	Cube Van (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	200	\$
6	5-ton Truck (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	1,000	\$
7	Tractor Trailer (Driver to be part of the work crew as a Moving Technician)	\$ _____ per hour	100	\$
Materials and Supplies				
8	Plastic Bin, approx. 30 inch by 24 inch (unit quantity)	\$ _____ per day	n/a	n/a
9	Dolly (unit quantity)	\$ _____ per day	n/a	n/a
10	Screen Cart (unit quantity)	\$ _____ per day	n/a	n/a
11	Computer Cart (unit quantity)	\$ _____ per day	n/a	n/a
Total Evaluated Price – Schedule 3 (Sum of C1 to C7) =				\$

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D - Summary Pricing Schedule

SUMMARY PRICING SCHEDULE	
Total Evaluated Price (TEP) – Schedule 1	\$
Total Evaluated Price (TEP) – Schedule 2	\$
Total Evaluated Price (TEP) – Schedule 3	\$
Summary Evaluated Price (SEP) =	\$

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ANNEX "C"
INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Foreign Affairs, Trade and Development Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (o) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

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For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on Replacement Cost (new) basis.

Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

The All Risks Property insurance policy must include the following:

- (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
- (b) Loss Payee: Canada as its interest may appear or as it may direct.
- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against

Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

3. All Risk in Transit Insurance

The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$2,000,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.

Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

The All Risk Property in Transit insurance must include the following:

- (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
- (b) Loss Payee: Canada as its interest appears or as it may direct.
- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document

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and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

4. Automobile Liability Insurance

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

The policy must include the following:

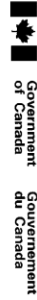
- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b) Accident Benefits - all jurisdictional statutes
- (c) Uninsured Motorist Protection
- (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX "D"
SECURITY REQUIREMENTS CHECK LIST

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**ANNEX "E"
SAMPLE CALL-UP AGAINST A STANDING OFFER**



**COMMANDE SUBSEQUENTE A UNE OFFRE PERMANENTE
CALL-UP AGAINST A STANDING OFFER**

To - A :		Originator - Initiateur		Contract - Personne-ressource		Tel. No. - N° du tél.		Fax. No. - N° de télécop.		Order No. - N° de la demande	
Vendor No. - N° du fournisseur		Tel. No. - N° du tél.		Fax. No. - N° de télécop.		Inc./Doc. - Aug./Dim.		Revised value - Montant révisé		Order date - Date de l'ajout	
Standing Offer - Offres à commandes OC		Supply Amendment - Augment. en offre - Suppl. AWA		Amendment No. - N° de la modification		Previous Value - Valeur précédente		Date required - Demande pour la			

Item No. Article n°	Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Ext. Price Prix prévu

To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number.

Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.

Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation		FOB - FAS		Amount - Montant / CAD	
Foreign Affairs Trade & Development Canada Aff. étrangères, commerce et Dev Canada L.B. Pearson Building BG-131 Receiving 125 chemin Sussex Drive Ottawa ON K1A 0G2				Terms of payment - Modalités de paiement Net 30		T. taxes - T. taxes / CAD	
				T. Amount - Montant T. / CAD			

Certified pursuant to subsection 32(1) of Financial Administration Act
Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques

TEST PRINT

Approved for the Minister

Approuvé pour le Ministre

IMPRESSION TEST