

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
1550 D'Estimauville Avenue  
1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7  
FAX pour soumissions: (418) 648-2209

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 62, local 112  
Building 62, Room 112  
Alouette  
Québec  
G0V1A0

<b>Title - Sujet</b> RISO -Bedding (pillows, flat sheets)	
<b>Solicitation No. - N° de l'invitation</b> W0106-14R106/A	<b>Date</b> 2014-07-18
<b>Client Reference No. - N° de référence du client</b> 14136-001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$BAL-001-16019
<b>File No. - N° de dossier</b> BAP-4-37067 (001)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-02</b>	
<b>Time Zone Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Marial	<b>Buyer Id - Id de l'acheteur</b> bal001
<b>Telephone No. - N° de téléphone</b> (418)677-4000 (4159)	<b>FAX No. - N° de FAX</b> (418)677-3288
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>	
Delivery to the following two sites:  1) Valcartier Garrison Courcellette, Quebec, G0A 4Z0  2) St-Jean Garrison St-Jean-sur-Richelieu, Quebec, JOJ 1R0	
<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>

# **BEDDING: PILLOWS, PILLOWCASES, FLAT SHEETS, MATTRESS COVERS, AND GREY BLANKETS**

## **CLIENTS: VALCARTIER AND ST-JEAN GARRISONS**

### **TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION</b>	<b>4</b>
1.1 Introduction	4
1.2 Summary	5
1.3 Debriefings	5
<b>PART 2 - OFFEROR INSTRUCTIONS</b>	<b>6</b>
2.1 Standard Instructions, Clauses and Conditions	6
2.2 Submission of Offers	6
2.3 Enquiries - Request for Standing Offers	7
2.4 Applicable Laws	7
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS</b>	<b>8</b>
3.1 Offer Preparation Instructions	8
3.1.1 Payment by Credit Card	9
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</b>	<b>10</b>
4.1 Evaluation Procedures	10
4.1.1 Financial Evaluation	10
4.2 Basis of Selection	10
<b>PART 5 - CERTIFICATIONS</b>	<b>11</b>
5.1 Mandatory Certifications Required Precedent to Issuance of a Standing Offer	11
5.1.1 Code of Conduct and Certifications - Related documentation	11
5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification	11
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES</b>	<b>12</b>
<b>A. STANDING OFFER</b>	<b>12</b>
6.1 Offer	12
6.1.1 Clients	12
6.2 Standard Clauses and Conditions	12
6.2.1 General Conditions	12
6.2.2 Standing Offers Reporting	13
6.3 Term of Standing Offer	13
6.3.1 Period of the Standing Offer	13
6.3.2 Extension of Standing Offer	13
6.4 Authorities	14
6.4.1 Standing Offer Authority	14

6.4.2 Project Authorities ..... 14

    6.4.2.1 Valcartier Garrison ..... 14

    6.4.2.2 St-Jean Garrison ..... 14

6.4.3 Offeror Representatives ..... 15

6.5 Limitation of Call-ups ..... 15

6.6 Financial Limitation - Total ..... 15

6.7 Priority of Documents ..... 16

6.8 Certifications ..... 16

    6.8.1 Compliance ..... 16

6.9 Applicable Laws ..... 16

**B. RESULTING CONTRACT CLAUSES ..... 17**

6.1 Requirement ..... 17

6.2 Standard Clauses and Conditions ..... 17

    6.2.1 General Conditions ..... 17

6.3 Term of Contract ..... 17

    6.3.1 Delivery Date ..... 17

6.4 Payment ..... 18

    6.4.1 Basis of Payment ..... 18

        6.4.1.1 Firm Unit Prices ..... 18

    6.4.2 Multiple Payments ..... 18

    6.4.3 Payment by Credit Card ..... 18

6.5 Invoicing Instructions ..... 18

6.6 Defence Contract ..... 18

6.7 Shipping Instructions - Delivery at Destination ..... 19

**ANNEX " A " - REQUIREMENT ..... 20**

    A.1 Object ..... 20

    A.2 Description of Bedding Items ..... 20

        A.2.1 Pillows ..... 20

        A.2.2 Grey Blankets ..... 20

        A.2.3 Pillowcases ..... 21

        A.2.4 Flat Sheets ..... 22

        A.2.5 Mattress Covers ..... 22

    A.3 Instruction on Deliveries ..... 23

    A.4 Delivery addresses ..... 23

**ANNEX " B " - BASIS OF PAYMENT ..... 24**

    B.1 Pricing ..... 24

        B.1.1 Valcartier Garrison ..... 24

        B.1.2 St-Jean Garrison ..... 24

**ANNEX " C " - PRESENTATION OF THE OFFER ..... 25**

---

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus 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; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

- A) the Requirement;
- B) the Basis of Payment; and
- C) the Presentation of the Offer.

---

## 1.2 Summary

- (a) This Request for Standing Offers (DOC) is required for the issuance of one (1) Standings Offer for the supply of bedding: pillows, pillowcases, flat sheets, mattress covers, and grey blankets; as and when required as needed.
- (b) Clients:
1. Valcartier Garrison, Courcelette, Quebec, G0A 4Z0; and
  2. St-Jean Garrison, St-Jean-sur-Richelieu, Quebec, JOJ 1R0
- (a) The standing offers will be valid for a one-year period with 2 years in option.
- (b) The annual estimated quantities are:
- Pillows: 6,000
  - Pillowcases: 5,500
  - Flat Sheets: 6,000
  - Mattress Covers: 1,500
  - Grey Blankets: 5,000
- (c) Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)

## 1.3 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.

---

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### **2.2 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.

Offers may be faxed to 418-648-2209 or sent by mail:

→ Bid Receiving Unit  
Public Works and  
Government Services Canada  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7

---

### **2.3 Enquiries - Request for Standing Offers**

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

### **2.4 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 Québec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

---

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 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)

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 (

<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

(1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

---

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex "B", Basis of Payment"). The total amount of Applicable Taxes must be shown separately.

### **1. Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

### **3.1.1 Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) (  ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

- VISA \_\_\_\_\_
- Master Card \_\_\_\_\_

- (b) (  ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

---

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Financial Evaluation**

The total price of each offer will be established using the following criteria:

- (a) Offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded. For evaluation purposes, offers received in a foreign currency will be converted to Canadian funds using the appropriate rate of exchange using the rate quoted by the Bank of Canada as being in effect on date of bid closing.
- (b) Offerors must submit their prices DDP destination; Delivered Duty Paid.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

---

## **PART 5 - CERTIFICATIONS**

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

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

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

### **5.1 Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **5.1.1 Code of Conduct and Certifications - Related documentation**

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

#### **5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

---

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

Notice: Numbering will be revised at issuance of a standing offer.

### **A. STANDING OFFER**

#### **6.1 Offer**

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

##### **6.1.1 Clients**

1. Valcartier Garrison, Courcelette, Quebec, G0A 4Z0; and
2. St-Jean Garrison, St-Jean-sur-Richelieu, Quebec, J0J 1R0

#### **6.2 Standard Clauses and Conditions**

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

##### **6.2.1 General Conditions**

2005 (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

## **6.2.2 Standing Offers Reporting**

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

The Offeror must provide the data\* of the services provided and described in Annex "B". If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted once in a year, at the end of August, to the Standing Offer Authority.

\*data: the description of the services provided (ordered), its quantity and unit, the price paid and when (the date) it was processed.

## **6.3 Term of Standing Offer**

### **6.3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of the Standing offer (around mid-September 2014) to September 30, 2015 inclusive.

### **6.3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one-year period, under the same conditions and at the 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 6.4 Authorities

### 6.4.1 Standing Offer Authority

The Standing Offer Authority (for PWGSC) is:

Name: Marial Tremblay

Telephone: (418) 677-4000, Ext.: 4159

E-mail address: marial.tremblay@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 Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 6.4.2 Project Authorities

(will be identified by PWGSC upon issuance of the standing offer)

#### 6.4.2.1 Valcartier Garrison

The project authority for Valcartier Garrison is :

Name:

Tel.:

Fax:

E-mail:

#### 6.4.2.2 St-Jean Garrison

The project authority for St-Jean Garrison is :

Name:

Tel.:

Fax:

E-mail:

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

### 6.4.3 Offeror Representatives

Name and telephone number of the person responsible for :

(a) Offer Manager:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Facsimile No. : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

(b) To receive and follow-up call-up:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Facsimile No. : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

### 6.5 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000 (Applicable Taxes included).

### 6.6 Financial Limitation - Total

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (the sum will be specified in the establishment of the Standing Offer by PWGSC's as per annual estimated quantities and prices offered) on a one-year period (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 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

---

## 6.7 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 (2014-06-26), General Conditions - Standing Offers - Goods or Services
- (d) the general conditions 2010A (2014-06-26), General Conditions - Goods (Medium Complexity);
- (e) Annex "A" - Requirement;
- (f) Annex "B" - Basis of Payment; and
- (g) the Offeror's offer dated \_\_\_\_\_, as amended on \_\_\_\_\_” (to be completed by PWGSC).

## 6.8 Certifications

### 6.8.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

SACC Manual Clause M3060C (2008-05-12), Canadian Content Certification.

## 6.9 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 Quebec.

---

## **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.

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

2010A (2014-06-26), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

*The following clause will be used if payment by credit cards is accepted by the offeror.*

Section 16 Interest on Overdue Accounts, of General conditions 2010C mentioned above will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

Delivery must be made within thirty (30) calendar days from receipt of a call-up against the Standing Offer.

## 6.4 Payment

### 6.4.1 Basis of Payment

#### 6.4.1.1 Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices, as specified in Annex "B", for the total cost indicated in the call-up. 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 Contracting Authority before their incorporation into the Work.

### 6.4.2 Multiple Payments

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

*The following clause will be used if payment by credit cards is accepted by the offeror.*

### 6.4.3 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.6 Defence Contract

SACC Manual Clause A9006C (2012-07-16), Defence Contract.

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

Goods must be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP):

1. Valcartier Garrison, Courcelette, Quebec, G0A 4Z0; and
2. St-Jean Garrison, St-Jean-sur-Richelieu, Quebec, J0J 1R0

Incoterms 2000 for shipments from a commercial contractor.

## **ANNEX " A " - REQUIREMENT**

### **A.1 Object**

This document sets out the general and specific requirements for establishing a regional individual standing offer for bedding for the Valcartier and St-Jean Garrisons, Department of National Defence (DND).

### **A.2 Description of Bedding Items**

#### **A.2.1 Pillows**

Pillows must meet the following criteria:

- (a) Outer covering: 70% polyester and 30% cotton
- (b) Content: 100% polyester stuffing
- (c) Size: min. width of 42.5 cm to a max. width of 45 cm × min. length of 62.5 cm to a max. length of 65 cm
- (d) Weight: min. weight of 24 ounces to max. weight of 28 ounces
- (e) Colour: white
- (f) Bilingual label (English/French) on each pillow indicating in detail the manufacturing materials as specified in sections 1.a, 1.b, 1.c and 1.d, as well as washing/cleaning instructions.
- (g) Vacuum or compressed packaging (without fasteners) in quantities of a min. of 20 to a max. of 25 per box, size: a min. of 20" × 24" × 27" tall to a max. of 22" × 26" × 32" tall (facilitates storage and handling). In order to prevent deformation, the items must not be tied inside the boxes.

#### **A.2.2 Grey Blankets**

Grey blankets must meet the following criteria:

- (a) 95% acrylic and 5% other fibres
- (b) Size: min. width of 155 cm to max. width of 165 cm × min. length of 213 cm to max. length of 223 cm. The blanket must be trimmed and assembled in one single piece. One edge seam only.
- (c) Weight: min. weight of 66 ounces to a max. weight of 72 ounces

- 
- (d) Colour: grey
  - (e) Machine washable and dryable
  - (f) Edge: overlock serging, stands up to multiple washings (must not fray).
  - (g) Bilingual label (English/French) on each blanket indicating in detail the manufacturing materials as specified in sections 2.a, 2.b, 2.c and 2.d, as well as washing/cleaning instructions.
  - (h) Packaging: each blanket must be packed individually in a plastic bag, with a min. quantity of 10 to a max. quantity of 15 blankets per box. In order to prevent deformation, the items must not be tied inside the boxes.

### **A.2.3 Pillowcases**

Pillowcases must meet the following criteria:

- (a) 50% cotton, 50% polyester
- (b) Min. 180 thread count to max. 250 thread count
- (c) Size: min. width of 51 cm to max. width of 55 cm × min. length of 77 cm to a max. length of 82 cm.
- (d) Weight: min. weight of 4 ounces to a max. weight of 6 ounces
- (e) Colour: white
- (f) Bilingual label (English/French) on each pillowcase indicating in detail the manufacturing materials as specified in sections 3.a, 3.b, 3.c and 3.d, as well as washing/cleaning instructions.
- (g) Packaging: min. of 10 to a max. of 15 plastic bags per box containing a min. quantity of 10 pillowcases and a max. quantity of 15 pillowcases. In order to prevent deformation, the items must not be tied inside the boxes.

#### **A.2.4 Flat Sheets**

Flat sheets must meet the following criteria:

- (a) 50% cotton, 50% polyester
- (b) Min. 180 thread count to a max. 250 thread count, no iron finish. Sheets must be trimmed and assembled in one single piece. One double seam around the edge.
- (c) Size: min. width of 168 cm to a max. width of 178 cm × min. length of 267 cm to max. length of 277 cm.
- (d) Weight: min. weight of 18 ounces to a max. weight of 22 ounces.
- (e) Colour: white
- (f) Bilingual label (English and French) on each sheet indicating in detail the manufacturing materials as specified in sections 4.a, 4.b, 4.c and 4.d as well as washing/cleaning instructions.
- (g) Packaging: in a plastic bag (min. 6 sheets/bag to max. 12 sheets/bag), in a box (min. of 24 sheets to a max. of 48 sheets per box). In order to prevent deformation, the items must not be tied inside the boxes.

#### **A.2.5 Mattress Covers**

The mattress covers must meet the following criteria:

- (a) 50% cotton, 50% polyester
- (b) Quilted, diamond-shape motif, T-200 percale, no iron finish, with diagonal elastic band in the four corners to grip mattress.
- (c) Size: min. width of 97 cm to max. width of 100 cm × min. length of 190 cm to max. length of 195 cm.
- (d) Weight: min. weight of 16 ounces to max. weight of 30 ounces.
- (e) Colour: white
- (f) Bilingual label (English and French) on each mattress cover indicating in detail the manufacturing materials as specified in sections 4.a, 4.b, 4.c and 4.d as well as washing/cleaning instructions.
- (g) Packaging: in a plastic bag (1 mattress cover/bag), with a min. quantity of 12 and a max. quantity of 24 mattress covers per box. In order to prevent deformation, the items must not be tied inside the boxes.

### **A.3 Instruction on Deliveries**

Reception of the goods is to take place at the point of delivery on business days between 8:00 am and 3:00 pm. The goods shall be delivered on standard 48" × 40" pallets.

### **A.4 Delivery addresses**

- .1 Valcartier Garrison  
Building 515  
Courcellette, Québec G0A 4Z0
- .2 St-Jean Garrison  
J.-V. Allard Building Megaplex  
Loading dock  
St-Jean-sur-Richelieu, Québec J0J 1R0

## ANNEX " B " - BASIS OF PAYMENT

### B.1 Pricing

Before submitting prices, please refer to clause 6.4 Payment on page 18.

#### B.1.1 Valcartier Garrison

Please complete the columns "Firm Unit Price" in the following table:

Item	Description	RISO Period (1 year)		Optional Period 1 (1 year)		Optional Period 2 (1 year)	
		Annual Estimated Quantity	Firm Unit Price	Annual Estimated Quantity	Firm Unit Price	Annual Estimated Quantity	Firm Unit Price
1	Pillow	2,000		1,500		1,500	
2	Grey Blanket	1,200		1,200		1,200	
3	Pillowcase	2,000		2,000		2,000	
4	Flat Sheet	1,000		1,500		1,500	
5	Mattress Cover	2,000		1,000		1,000	

#### B.1.2 St-Jean Garrison

Please complete the columns "Firm Unit Price" in the following table:

Item	Description	RISO Period (1 year)		Optional Period 1 (1 year)		Optional Period 2 (1 year)	
		Annual Estimated Quantity	Firm Unit Price	Annual Estimated Quantity	Firm Unit Price	Annual Estimated Quantity	Firm Unit Price
1	Pillow	4,500		4,500		4,500	
2	Grey Blanket	4,000		4,000		4,000	
3	Pillowcase	3,500		3,500		3,500	
4	Flat Sheet	5,000		5,000		5,000	

## ANNEX " C " - PRESENTATION OF THE OFFER

Below is a checklist of the contents of your offer. This list is not an exhaustive list, it remains the Offeror's responsibility to prepare its offer in accordance with the instructions contained in the Request For Standing Offer (RFSO) and provide a comprehensible and sufficiently detailed offer, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFSO.

Page 1	Offerors should include with their offer, <b>the first sheet</b> of this Request for Standing Offer properly completed and signed. Refer to 2006 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions</b> .
Page 6	Offerors must submit their offer only to the address indicated in clause <b>2.2 Submission of Bids</b> .
Page 9	Offerors should submit with their offer, clause <b>3.1.1 Payment by Credit Card</b> , properly completed
Page 11	Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 as indicated in clause <b>5.1.1 Code of Conduct and Certifications - Related documentation</b> .
Page 15	Offerors should submit with their offer, clause <b>6.4.3 Offeror Representatives</b> properly completed.
Page 24	Offerors must submit with their offer, <b>Annex "B" Basis of Payment</b> properly completed.