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**TITLE: REQUEST FOR STANDING OFFER FOR THE PURCHASE OF TAILORING SERVICES**

**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.

The Annexes include the Statement of Work , Detailed description – Military uniform alteration services, the Basis of Payment , Photos- Alterations services details Navy Officers, Army and Air Force and Mandatory evaluation criteria.

**2. Summary**

Required tailoring services for the Department of National Defence (DND) at the St. Jean Garrison, St. Jean sur Richelieu, Qc.

The offerors will have to provide labour, materials, products and equipment required for altering various models of military uniforms and provide pick-up and return transportation to the Department of National Defence at St. Jean Garrison.

DND will provide measurements and all fabric and trim needed to complete the required and requested work. These services will be provided by the offerors only on as and when requested basis by the client for the entire period of the Standing offer.

The period of the Standing offer will be issued for two years consecutively from the date of issue of the Standing offer. Canada reserves the irrevocable right to extend the Standing offer for one consecutive supplementary period of one year. The work must be completed in conformance to the Statement of work – Annex 'A' and to the terms and conditions stipulated in this present document.

There is no security requirement associated with this requirement.

Offerors must submit a list of names, or other related information as needed, pursuant to Section 01 of Standard Instructions 2006.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

This 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).

### **3. Security Requirement**

There is no a security requirement associated with the requirement of the Standing Offer.

### **4. Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty ( 120) days

## 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

## 3. Former Public Servant

### 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.

### 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.

#### **4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven ( 7 ) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### **5. 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 the Province of Quebec.

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

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

#### **1. Offer Preparation Instructions**

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

- Section I: Technical Offer (two hard copies )
- Section II: Financial Offer (one hard copy)
- Section III: Certifications (one hard copy)
- Section IV: Additional Information (one 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) (<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**

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 'C' - Basis of Payment". The total amount of Applicable Taxes must be shown separately.

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

#### **1.1. Technical Evaluation**

The offers, submitted in writing, must cover all the subjects identified in the section below. To be considered , they must cover all the criteria identified below:

##### **A. Mandatory criteria**

These are mandatory criteria and must be respected and accompanied by required documents which prove how each of the criteria is respected (See Annex 'E' – Mandatory evaluation criteria).



## B. Technical evaluation method:

Only offers that are in conformance to all the mandatory requirements will be accepted and will be evaluated in depth, in accordance to the evaluation criteria stipulated in this document.

Consequences of non-conformity: The offers that do not respect all the mandatory requirements will be deemed non receivable and will not be evaluated in depth.

The information that figures at Annex 'E' – Mandatory evaluation criteria , must be duly completed and submitted at the closing time and date of this solicitation document.

## 1.2 Financial Evaluation

1.2.1 The offers that have been retained (i.e. those that respect all the mandatory requirements at Annex 'E' ) will have their prices, at Annex 'C' – Basis of payment , evaluated in order to determine the lowest offer.

### Financial evaluation criteria:

1. Offer firm unit prices for all the items stipulated at Annex 'C' – Basis of payment;
2. Offer firm prices for all the three years ( 2 years firm + 1 optional year)
3. Conformance to the basis of pricing set out at Annex 'C' – Basis of payment;

### Financial evaluation method:

Each of the offeror's prices, for each of the years, will be evaluated in accordance to the method mentioned below, in order to select the lowest receivable offer.

#### Example:

Price evaluation:

Period: from the date of issue of the Standing offer until 31 mars 2017. Three firm years .

- a. Firm price per repair x quantity = total

We will calculate each price per repair as figured at Annex 'C' – Basis of payment for each year. All the prices obtained , per year, for the same repair will then be added.

A= year 1, B = year 2 , C= year 3 and D=Total price per item for the 3 years.

The total price of his offer will be :  $A + B + C = D$

- b. The overall aggregate price of his offer is the sum of all the items at Column D.

## 2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive (Part 4, Point 1.1).

The responsive offer with the lowest aggregate evaluated price resulting from the calculation

method described in the Financial Evaluation at point 1.2. will be recommended for the issuance of a Standing offer.

Canada reserves the right to issue one (1) Standing offer.

## **PART 5 - CERTIFICATIONS**

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

### **1. Certifications Required Precedent to Issuance of a Standing Offer**

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

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

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

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

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

### **2. Additional Certifications Required Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information.

Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

## **2.1 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.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

There is no security requirement associated with the requirement of the Standing Offer.

### **2. Insurance Requirements**

See Bailee's Customer's Goods insurance  
(Listed under Part 7 Standing offer and resulting contract clauses ; Section 7. Insurance)

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

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

#### **2. Security Requirement**

There is no security requirement associated with the requirement of the Standing Offer.

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

2005 (2014-6-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from the date of issue of the Standing offer in 2014 for three years until 2017 inclusive. (*The exact dates will be known once a tender has closed*).

### 5. Authorities

#### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mary Paradis  
Title: Acting, Supply specialist  
Public Works and Government Services Canada  
Directorate: Supply, Quebec region  
Address: Place Bonaventure, South-east Portal  
800 rue de la Gauchetière, west, Suite 7300  
Montreal (Quebec) H5A 1L6

Telephone: (514) 496-3874  
Facsimile: (514) 496-3822  
E-mail address: mary.paradis@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### 5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: (*Will be announced at the Standing offer phase*)

Solicitation No. - N° de l'invitation  
W3380-14Z004/A  
Client Ref. No. - N° de réf. du client  
W3380-14Z004

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA 4-37093

Buyer ID - Id de l'acheteur  
mta309  
CCC No./N° CCC - FMS No./N° VME

Title:  
Organization:  
Address :  
Telephone:  
Facsimile:  
E-mail address:

The Project Authority is 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 is responsible for all the technical content of the Work under the resulting Contract.

### 5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence  
St. Jean Garrison  
Supply H-103  
St. Jean sur Richelieu, Quebec Qc

## 8. Call-up Procedures

One (1) Standing offer will be issued for this file. Call-ups will be issued direct to the Standing offer holder in accordance to Annex A, B and C.

## 9. Call-up Instrument

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

## 10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 25,000.00 (Applicable Taxes included).

## 11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ 367,920.00 (*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 three (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.

## 12. 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 2010C (2014-06-26);
- e) Annex A, Statement of Work;
- f) Annex B, Detailed description – Military uniform alteration services;
- g) Annex C, Basis of Payment ;
- h) Annex D, Photos - Alterations services details – Navy Officers, Army and Air Force ;
- i) Annex E, Mandatory evaluation criteria ;
- j) the Offeror's offer dated \_\_\_\_\_ , and as clarified on \_\_\_\_\_ **or** as amended on \_\_\_\_\_.

## 13. Certifications

### 13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 13.2 SACC Manual Clauses

M3020C Status and Availability of Resources 2010-10-11

## 14. 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 \_\_\_\_\_.

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

### 3. Term of Contract

#### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada

### 5. Payment

#### 5.1 Basis of Payment

For the Work described in Annex 'A'

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a **firm price** for a cost of \$\_\_\_\_\_ and Applicable Taxes are extra. (*The amount will be inserted in the call-ups*).

For the firm price portion of the Work only, 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.

## 5.2 Limitation of Price

SACC Manual clause

C6000C      Limitation of Price      2011-05-06

## 5.3 SACC Manual clause

H1001C      Multiple Payment      2008-05-12

## 5.4 SACC Manual Clauses

A9117      T1204 - Direct Request by Customer Department      2007-11-30  
C0101C      Discretionary Audit - Non-commercial Goods and/or Services      2010-01-11

## 6. 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. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses
  - d. a copy of the monthly progress report.
3. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

The Department of National Defence  
Hangar 103, Approvisionnement  
C.P 100, Succ Bureau Chêf,  
Richelain, Qc ( J0J 1R0)



## 7. Insurance

### Bailee's Customer's Goods insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$ 25,0000.00 . Government Property must be insured on a replacement cost (new) basis.

1. 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.
2. The Bailee's Customer's Goods must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

## 8. SACC Manual Clauses

B7500C	Excess Goods	2006-06-16
A9006C	Defense contract	2008-05-12

## **ANNEX "A" STATEMENT OF WORK**

### **TITLE: TAILORING SERVICES**

#### **PURPOSE**

This document sets out the general and specific requirements for the issuing by the Department of National Defence (DND), St-Jean Garrison, Quebec, of a Regional individual standing offer (RISO) for the provision of alteration services for various types of military uniforms.

#### **DESCRIPTION OF GOODS AND SERVICES**

##### **General**

Provide the labor, materials, products and equipment required for altering various models of military uniforms and provide return transportation, on request and as needed, at the prices quoted in the pricing schedule submitted in accordance with Annex B- Basis of payment, of this document.

The services shall be provided only on request and as needed for the agreed-upon duration or until funds are exhausted.

##### **Goods and services included**

The goods and services included in this RISO include, but are not necessarily limited to, the following:

- a) Sewing and alteration services on request and as needed; and
- b) Pickup and delivery of the military uniforms on hangers at Hangar H-103, St-Jean Garrison, as requested by DND's Master Tailor or the Master Tailor's assistant.

##### **DND-supplied materiel**

DND will provide measurements and all fabric and trim needed to complete the required and requested work.

##### **Availability of services**

The bidder's services shall be available at all times for the term of the contract, and the bidder shall pick up items at the garrison within 24 hours following a telephoned or written request from the DND representative.

##### **Time frames**

Routine service: The bidder must complete the required or requested work within five (5) working days after taking possession of each uniform.

Urgent service: The bidder must complete any urgently required or requested work within 24 hours after taking possession of the garments in question.

### **Pickup and delivery**

The bidder's delivery vehicle must be clean, in perfect working order, and designed or adapted for transporting clothes on hangers. The vehicle must be registered and licensed in conformance with the standards, codes and regulations in effect in the province of Quebec.

Pickup and delivery services shall be provided by the bidder on DND property at the following address:

**Saint-Jean Garrison  
Supply Section  
Building H-103  
Saint-Jean-sur-Richelieu, QC, J0J 1R0**

### **Transportation costs**

Transportation expenses for the bidder's pickups and deliveries are included in the prices submitted for performing the alteration services on each item, as indicated in Annex C –Basis of payment of this document.

## **DESCRIPTION OF WORK**

- For a detailed description of the services, see Annex B – Detailed description – Military uniform alteration services.
- For photographs of the clothing and specifications for Navy Officers, Army and Air Force, see Annex D.

### **Specific requirements**

Before going ahead with the final alterations to the uniforms, the bidder must strictly adhere to the methods of measuring and marking uniforms specified by DND's Master Tailor or the Master Tailor's designated representative.

The bidder must press all alterations.

When DND receives the altered uniforms from the bidder, quality control procedures will be carried out on DND premises by the Master Tailor or the Master Tailor's designated representative and/or the client. If the bidder's work is deemed unsatisfactory, the bidder must redo it at no additional charge within 24 hours.

**ANNEX "B"**  
**DETAILED DESCRIPTION – MILITARY UNIFORM ALTERATION SERVICES**

ITEM	ARTICLES
1.0	<p>SLIP-ON</p> <p>SERVICES REQUIRED: A. Sewing-on rank insignia B. Sewing-on CANADA flashers</p>
2.0	<p>JACKETS MALE // FEMALE TROUSERS / SLACKS MALE // FEMALE OVERCOATS MALE // FEMALE</p> <p><u>SERVICES REQUIRED:</u></p> <ol style="list-style-type: none"><li>1. Minor alterations jacket</li><li>2. Minor alterations trousers / slacks</li><li>3. Minor alterations overcoats</li><li>4. Sewing-on rank insignia Sewing-on CANADA flashers Sewing-on trade badge Sewing-on shoulder slip-on</li><li>5. Misc. minor alterations not included above</li></ol>
	<p>NOTE: THREAD FOR ABOVE IS TO BE SILK SIZE ' C ' or ' D '</p>
2.1	<p><u>COAT, JACQUET SERVICE DRESS MALE AND FEMALE WINTER AND SUMMER</u></p> <p>A. If the sleeves are shortened. The sleeve lining shall be raised Accordingly and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Felling by machine shall be used. In lengthening, the bottom of the lining on shell may have to be placed depending on the extra length required. If additional material is required it will be supplies by the clothing store.</p> <p>B. Take-in or let-out sides. After the seams have been let out or taken in, All loose cut ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.</p> <p>C. Enlarge armholes. The sleeve lining shall be opened, the armholes  Enlarged and the lining felled in the same manner and using as specified in paragraph A.</p> <p>D. Lower collar. The top and under collar shall be ripped open at the Back from lapel crease to lapel crease. The under collar shall be placed at the desired height and felled. The top of the garment shall be securely tacked to the</p>

under collar from gorge to gorge and the top collar felled. Number of stitches and silk used to be as per paragraph A.

- E. Shorten collar. The bottom edge of the under collar shall be ripped from lapel crease to lapel crease and the right side of the top collar shall be ripped at the top and bottom edge within 1 inch (2,5 cm) of the left lapel crease. The shoulder shall be ripped to within 1 inch (2.5 cm) of the sleeve head seam and taken in the necessary amount. The shoulder seam shall be pressed open, the lining basted, at the shoulders and felled open, the top of the lining tacked to the top of the shell. The under collar shall be properly measured. The surplus cut off at the center and joined. The under and top collar shall then be replaced and finished in their original manner. All hand felling and silk used shall be as specified in paragraph A.

## 2.2 TROUSERS, SLACKS SERVICE DRESS MALE AND FEMALE WINTER AND SUMMER

- A. Shorten. Rip bottom leg, shorten as necessary whilst cutting the extra material , overlock and finish with blind fell machine.
- B. Lengthen. Rip bottom leg, clean all loose threads and lengthen as necessary. Leave 2 ½ inches (6 cm) of materiel.
- C. Take-in let-out waist. Take in or let out as necessary, rip the seat seam, clean all loose threads, press open. If the waist was let out the old seam pressing creases shall be properly pressed out. If additional material is required it will be as per specification listed on each page.
- D. Breech. Reduce or increase breech as necessary.

## 2.3 OVERCOATS

Shorten the sleeves. The sleeves lining shall be raise at a maximum 5 inches from the button of the length required and tack.

Sew the button back.

## 2.4 INSIGNIA, BADGES, BUTTOMS, BRAID, SLIP-ON

- A. The bottoms shall be hand sew with double thread, well waxed, using no 35-3 cord left twist glazed finish.
- B. All badges and insignia shall be hand sawn using appropriately coloured "c" or "d" thread.
1. sew on "CANADA" badges (2 per garment) by hand or sewing machine
  2. sew on qualification badge by hand or sewing machine
  3. sew on speciality badge by hand or sewing machine
  4. sew on shoulder slip by sewing machine

- C. Rip felling of the bottom of the sleeve. Open the sleeve, sew on the rank, close the sleeve and ensure that the rank is properly adjusted together. The lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm).

## 2.5 MISCELLANEOUS REPAIR

Where tears, rips or broken seams, etc. required repair to any item included in the contract, to be charged at any hourly rate or portion thereof.

### MISCELLANEOUS ALTERATIONS

Miscellaneous alterations or repairs which are not included in the contract but which are necessary to provide a reasonable fit or acceptable appearance may be carried out upon authorization of the site authority of the clothing store to be charged at an hourly rate.

## 3.0 GENERAL

All repairs and alterations are subject to inspection by the commanding officer or his authorized representative who may order an unsatisfactory repair, alteration or service to be performed to the site authority's satisfaction.

Client reception, adjustments, measurements and return of goods after work.

Major adjustments only.

**ANNEXE 'C' – BASIS OF PAYMENT**

				<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Item #</b>	<b>Description</b>	<b>Unit of distribution</b>	<b>Approx. qty per year</b>	<b>Year 1 Unit price</b>	<b>Year 2 Unit price</b>	<b>Year 3 Unit price</b>	<b>Total price (for 3 years )</b>
1	Shorten or lengthen trousers legs	pr	750	\$_____	\$_____	\$_____	\$_____
2	Shorten or lengthen shirt sleeves	pr	400	\$_____	\$_____	\$_____	\$_____
3	Take in waist (trousers)	ea	90	\$_____	\$_____	\$_____	\$_____
4	Expand waist (trousers)	ea	90	\$_____	\$_____	\$_____	\$_____
5	Sew on "Canada" label : must be sewn by <b>HAND</b> or by <b>SEWING MACHINE</b>	ea	1400	\$_____	\$_____	\$_____	\$_____
		ea		\$_____	\$_____	\$_____	\$_____
6	Sew braid on CF jacket EA= 2 braids	pr	300	\$_____	\$_____	\$_____	\$_____
7	Hem skirts	ea	5	\$_____	\$_____	\$_____	\$_____
8	Shirt alterations	ea	450	\$_____	\$_____	\$_____	\$_____
9	Sew shoulder pad (pair)	pr	5	\$_____	\$_____	\$_____	\$_____
10	Shorten or lengthen jacket's back	ea	35	\$_____	\$_____	\$_____	\$_____
11	Take in/expand 2 sides of CF jacket by altering the sleeve hole	ea	35	\$_____	\$_____	\$_____	\$_____
12	Add button to uniforms (button include)	ea	3 600	\$_____	\$_____	\$_____	\$_____
13	Sew on ranks (non-commissioned) must be sewn by <b>HAND</b> or by <b>SEWING MACHINE</b>	pr	25	\$_____	\$_____	\$_____	\$_____
		pr		\$_____	\$_____	\$_____	\$_____
14	Sew on badge and crest must be sewn by <b>HAND</b> or by <b>SEWING MACHINE</b>	ea	400	\$_____	\$_____	\$_____	\$_____
		ea		\$_____	\$_____	\$_____	\$_____
15	Lower collars of CF jacket	ea	5	\$_____	\$_____	\$_____	\$_____
16	Add false-hem on sleeves and trousers	ea	800	\$_____	\$_____	\$_____	\$_____
17	Take in sides (trousers)	ea	5	\$_____	\$_____	\$_____	\$_____
18	Shorten collars through shoulder	ea	25	\$_____	\$_____	\$_____	\$_____
	<b>Total price of your offer:</b>						\$_____
	Hourly rate for alterations other than those specified on this list:						\$_____

Solicitation No. - N° de l'invitation  
W3380-14Z004/A  
Client Ref. No. - N° de réf. du client  
W3380-14Z004

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA 4-37093

Buyer ID - Id de l'acheteur  
mta309  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "D"**  
**PHOTOS - Alterations services details Navy Officers, Army and Air Force**

**( See attached fiche in zip format )**



**ANNEX ' E '**  
**MANDATORY EVALUATION CRITERIA**

**IMPORTANT:**

The information that figures in this table must be duly completed and submitted **at the closing date and hour of the solicitation.**

All the criteria identified below are MANDATORY. Each criteria must be met and documented in order to demonstrate the degree to which it is met.

Failure to meet this all of the mandatory criteria (a,b ,c and d) will render your offer non responsive. No further consideration will be given to your offer.

Please indicate the documents and the page number(s) of your offer where the following criteria can be found:

Mandatory evaluation criteria		Comments	Document	Page Number(s)
a	Offeror must have a minimum of 4 years experience industrial sewing experience	Provide proof of past contracts or invoices or documentation as deemed appropriate to demonstrate proof of a minimum of <b>4</b> YEARS of industrial sewing experience.		
b	Offeror must have access to such equipment as a single needle machine, an industrial strength sewing machine,overcast stitching machine, an industrial type iron and be able to stitch items by hand, if required.	Provide proof of equipment by submitting at least <b>ONE</b> of the following: invoices of purchased equipment, photographs and/or a list of inventory.		
c	Offeror must have the ability to produce products according to provided specifications and within quality standards, which will be provided by DND. The details of the material, stitching , dimensions, other items will be clearly outlined by DND for each order.	Provide proof through a minimum of <b>TWO</b> <b>SAMPLES</b> of <u>work</u> to review caliber of stitching such as:		

Mandatory evaluation criteria		Comments	Document	Page Number(s)
		1. The hem of a sleeve for a jacket with lining and without a button;  2. Hem on a pair of trousers.  3. Provide <b><u>TWO</u></b> references.  <i>(We reserve the right to contact these references to verify that detailed directions were followed for the work done).</i>		
d	The vehicle used for the delivery of the tailoring services either belongs to the offeror or is rented by the offeror.	Provide proof of ownership or lease.		