

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

**Bid Receiving - PWGSC / Réception des soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

### Place du Portage, Phase III

## Core 0B2 / Noyau 0B2

**Gatineau, Québec K1A 0S5**

**Bid Fax: (819) 997-9776**

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

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

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

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Electrical &amp; Electronics Products Division

11 Laurier St./11, rue Laurier

7B3, Place du Portage, Phase III

Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Portable Generators	
<b>Solicitation No. - N° de l'invitation</b> EN585-140001/A	<b>Date</b> 2014-11-25
<b>Client Reference No. - N° de référence du client</b> EN585-140001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-461-66199
<b>File No. - N° de dossier</b> hn461.EN585-140001	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-01-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hallman, Patti	<b>Buyer Id - Id de l'acheteur</b> hn461
<b>Telephone No. - N° de téléphone</b> (819)956-7390 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<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**

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

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) 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, the security requirement, if applicable, 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 Requirement, the Basis of Payment and the Standing Offer Quarterly Usage Report.

### 2. Summary

Public Works and Government Services Canada on behalf of any government department, agency or Crown corporation listed in Schedules I, I.1, II, III of the Financial Administration Act, R.S., 1985, C. F-11, has a requirement to issue up to two (2) National Master Standing Offers for portable generators 25kw and less in each of the two categories identified in Annex A.

The National Master Standing Offer(s) will be for a period of 2 years with the option to extend for one (1) twelve (12) month period.

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).

### 3. Security Requirement

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

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#### **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>) 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 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) calendar days

Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

Reference	Section	Date
<u>A9033T</u>	Financial Capability	2012-07-16
<u>B1000T</u>	Condition of Material	2014-06-26

### 2. Submission of Offers

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

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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

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all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.w

#### **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.



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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

- Section I: Technical Offer ( 1 hard copy)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the bid solicitation.

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, bidders 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 Annex "A" - Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

##### 1.1 Pricing - Multi-Item Offer

Offerors do not have to quote a price for every item in the Request for Standing Offer in order to be evaluated. Offerors may withdraw one or more items after the Request for Standing Offer closing date but prior to the issuance of a Standing Offer award by advising in writing the Standing Offer Authority.

##### 1.2 Payment of Invoices by Credit Card

Canada requests that offerors complete one of the following:

- ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

- ☐ VISA  
☐ MasterCard

**OR**

- ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion.

### **1.3 Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the offer non-responsive.

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **1.4 Offeror Contacts**

Name and telephone number of the person responsible for :

##### **Call-ups:**

Name:

Telephone:

Facsimile:

E-mail:

##### **Delivery follow-up**

Name:

Telephone:

Facsimile:

E-mail:

#### **1.5 General Environmental Criteria Table**

The Bidder must complete Annex C by inserting a checkmark next to every criterion that are met. Bidders are requested to submit Annex C with their bid. As this is a new procedure, Canada reserves the right to request Annex C after bid closing. The Contracting Authority will

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inform the Bidder of a time frame within which to provide it. Failure to provide Annex C within the required time frame will render the bid non-responsive.



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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.

#### **Evaluation Criteria**

All offers must be completed in full and provide all of the information requested in the RFSO document to enable full and complete evaluation.

### **1.1 Technical Evaluation**

#### **1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements must be submitted with the offer for evaluation

Technical compliance to all Items listed in Annex A- Category A or all Items listed in Annex A- Category B  
24 hr emergency contact details (name, phone number, email)

### **1.2 Financial Evaluation**

#### **1.2.1 Mandatory Financial Evaluation**

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

Compliance with Pricing Basis – Annex A

The Offer price for Category A will be determined by processing items in Annex A – Category A as follows:

- a. Sum of all items in Category A, Column 'Pricing destinations served by truck or rail' for a quantity of 1 each.

The Offer price for Category B will be determined by processing items in Annex A – Category B as follows:

- a. Sum of all items in Category B, Column 'Pricing destinations served by truck or rail' for a quantity of 1 each.

#### **1.2.2 Pricing Basis**

For Canadian destinations served by truck or rail, the Offeror must quote firm unit prices in

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Canadian dollars, DDP Delivered Duty (place of destination, except where Land Claim Agreements apply), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom Duties and Excise Taxes must be included.

For Canadian destinations only served by air or water route, the Offeror must quote firm unit prices in Canadian dollars, FCA (offeror's facility, except where Land Claim Agreements apply), the Goods and Services Tax (GST) and / or the Harmonized Sales Tax (HST) extra, as applicable. Canada will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance and custom duties (if applicable).

## **2. Basis of Selection**

An offer must comply with the requirements of the Request For Standing Offer (RFSO) and meet all mandatory technical evaluation criteria to be declared responsive. Up to two (2) responsive bids will be recommended for award of a National Master Standing Offer in both Category A and Category B. The recommendation for award will be based on the 2 bids with the lowest evaluated offer price on an aggregate basis in Category A and the 2 bids with the lowest evaluated offer price on an aggregate basis in Category B.



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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. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

#### 1.1 Code of Conduct and Certifications - Related documentation

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

### 2. Additional Certifications 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 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

#### 2.1 General Environmental Criteria Certification

By submitting the bid, the bidder certifies that the information submitted in the General Environmental Criteria table found at Annex C is accurate and complete.

By submitting the bid the Bidder certifies that it meets, and will continue to meet throughout the duration of any resulting contract, a minimum of four out of seven requirements identified in the General Environmental Criteria Table found at Annex C;

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

2.1 There is no security requirement applicable to this Standing Offer.

#### 3. Standard Clauses and Conditions

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

##### 3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2010A (2014-09-25) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

##### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex B. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

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



#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is 36 months from Offer Acceptance.

##### **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 an additional 12 month 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Patti Hallman – Supply Team Leader  
Public Works and Government Services Canada - Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division  
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5  
Telephone: (819) 956-7390 Facsimile: (819) 953-4944  
E-mail address: Patti.Hallman@pwgsc-tpsgc.gc.ca

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

##### **5.2 Project Authority**

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

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

##### **5.3 Offeror's Representative**

Name and telephone number of the person responsible for :

**Call-ups:** (will be inserted at issuance of standing offer)

Name:

Title:

Telephone: (xxx) xxx-xxxx

Facsimile: (xxx) xxx-xxxx

E-mail:

**Delivery follow-up** will be inserted at standing offer

Name:

Title:

Telephone: (xxx) xxx-xxxx

Facsimile: (xxx) xxx-xxxx

E-mail:

#### **6. Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

#### **7. Call-up Procedures**

*To be added upon standing offer award*

#### **8. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 or an electronic version.

#### **9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Goods and Services Tax or Harmonized Sales Tax included). PWGSC may provide approval for call-ups above \$100,000.00 and up to \$400,000.00 (Goods and Services Tax or Harmonized Sales Tax included) in certain circumstances.

#### **10. Financial Limitation**

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$500,000.00 (Goods and Services Tax or Harmonized Sales Tax included) 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 1 month 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.

#### **11. 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;



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- b. the articles of the Standing Offer;
- c. the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d. the general conditions 2010A (2014-09-25) General Conditions - Goods, Services (Medium Complexity);
- e. Annex A Requirement and Basis of Payment;
- f. Annex C General Environmental Criteria;
- g. the Offeror's offer \_\_\_\_\_ (*insert date of offer*), \_\_\_\_\_ (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" OR "as amended \_\_\_\_\_, (insert date(s) of clarification(s) or amendment(s) if applicable)*

## **12. Certifications**

### **12.1 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.

### **13. 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.



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## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Requirement**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2029 (2014-09-25) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

2010A (2014-09-25) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

#### **2.2 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
<u>B1501C</u>	Electrical Equipment	2006-06-16
<u>B7500C</u>	Excess Goods	2006-06-16

### **3. Term of Contract**

#### **3.1 Delivery Date**

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

### **4. Payment**

#### **4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price specified in the Contract Annex A, Requirement and Basis of Payment. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **4.2 Limitation of Price**

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

#### **4.3 Multiple Payments**

SACC Manual clause H1001C (2008-05-12) Multiple Payments

#### **4.4 SACC Manual Clauses**

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SACC Reference	Section	Date
<u>C2000C</u>	Taxes - Foreign-based Contractor	2007-11-30

**4.5 Payment by Credit Card (if applicable)**

The following credit card is accepted: \_\_\_\_\_.

**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
2. Invoices must be distributed as follows:
  - (a) as indicated in the "special instructions" block on the Call-up Against a Standing Offer form.

**6. Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

**7. SACC Manual Clauses (Delivery)**

**7.1 Shipping Instructions - Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and delivered

- (a) For Canadian destinations served by truck or rail, the Offeror must quote firm unit prices in Canadian dollars, DDP Delivered Duty (place of destination, except where Land Claim Agreements apply), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom Duties and Excise Taxes must be included.
- (b) For Canadian destinations served only by air or water route, the Offeror must quote firm unit prices in Canadian dollars, FCA (offeror's facility, except where Land Claim Agreements apply), the Goods and Services Tax (GST) and / or the Harmonized Sales Tax (HST) extra, as applicable. Canada will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance and custom duties (if applicable). Inland transportation charges are to be prepaid by the Offeror and shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill.

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## ANNEX A

### Requirement and Basis of Payment

#### Portable Generators

The following technical specifications apply to all product listed in the table:

- 3 Year Warranty
- CSA approval
- < 80 db @ 7 meters distance

#### CATEGORY A - TYPE : GENERATOR INVERTER

Engine Fuel	Maximum AC Output (Watts)	AC Voltage (V)	Pricing Initial Period  For destinations served by truck or rail (DDP)	Pricing Initial Period  For destinations served only by air or water route (FCA)	Pricing Optional 12 months  For destinations served by truck or rail (DDP)	Pricing Optional 12 months  For destinations served only by air or water route (FCA)
Gas	500 - 1500	120				
Gas	1501 - 2200	120				
Gas	2201-2600	120				
Gas	2601-2999	120				
Gas	3000-4000	120				
Gas	4001 - 4800	120				
Gas	4801-7000	120 ~ 240				

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## CATEGORY B - TYPE: AC GENERATOR

Engine Fuel	Maximum AC Output (Watts)	AC Voltage (V)	Pricing Initial Period  For destinations served by truck or rail (DDP)	Pricing Initial Period  For destinations served only by air or water route (FCA)	Pricing Optional 12 months  For destinations served by truck or rail (DDP)	Pricing Optional 12 months  For destinations served only by air or water route (FCA)
Gas	2000-3000	120				
Gas	3001-4500	120 ~ 240				
Gas	4501-5500	120 ~ 240				
Gas	5501-7000	120 ~ 240				
Gas	11000-13000	120 ~ 240				



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## **ANNEX B**

### **STANDING OFFER QUARTERLY USAGE REPORT**

*The format of the quarterly report will be provided at contract award.*



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## ANNEX C

### GENERAL ENVIRONMENTAL CRITERIA

**The Contractor must meet and continue to meet four out of seven criterions during the entire duration of the contract.**

<b>Green practices within supplier's organization:</b>	<b>Insert a checkmark for each criteria that is met</b>
Promotes a paperless environment through directives, procedures and/or programs.	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client.	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification.	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	
Registered to ISO 14001 or has an equivalent environmental management system in place	