

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

## Cabot Place, Phase II

**Box 4600**

**St. John's, NL**

A1C 5T2

**Bid Fax: (709) 772-4603**

## 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**

PWGSC / TPGSC - Nfld. Region

Cabot Place, Phase II, 6th Floor

Box 4600

St. John's, NL

A1C 5T2

<b>Title - Sujet</b> RISO-Fire Wood Gross Morne Park	
<b>Solicitation No. - N° de l'invitation</b> 5P114-140723/A	<b>Date</b> 2015-01-20
<b>Client Reference No. - N° de référence du client</b> 5P114-140723	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$XAQ-026-6266
<b>File No. - N° de dossier</b> XQA-4-37179 (026)	<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 2015-02-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Newfoundland Standard Time NST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Carey, Mary (XQA)	<b>Buyer Id - Id de l'acheteur</b> xaq026
<b>Telephone No. - N° de téléphone</b> (709)772-4754 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PARKS CANADA P.O.BOX 130 ROCKY HARBOUR Newfoundland and Labrador A0K4N0 Canada	
<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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REGIONAL INDIVIDUAL STANDING OFFER  
FIREWOOD  
CAMPGROUNDS - GROS MORNE NATIONAL PARK, NL

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## PART 1 - GENERAL INFORMATION

### 1.1 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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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 Requirement, the Basis of Payment, the Quarterly Standing Offer Business Volume Report and the Information for Code of Conduct Certification.

### 1.2 Summary

- (i) Parks Canada has a requirement for the supply, and deliver, pre-packaged, pre-cut dry seasoned firewood to Gros Morne National Park in accordance with Annex A, "Requirement/Mandatories" and Annex B "Basis of Payment".
- (ii) Period of Standing Offer: May 11, 2015 – September 30, 2015.
- (iii) as per the Integrity Provisions under section 01 of Standard Instructions [2006](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

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- (iv) The requirement is subject to the Agreement on Internal Trade (AIT).
- (v) The requirement is subject to a preference for Canadian goods and/or services.

### 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 offers 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) (<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.

### **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.

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

### **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 Newfoundland Labrador.

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.

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## **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)

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 A, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **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.



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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.

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## **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 including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full evaluation. Pricing must be submitted as per Annex B "Basis of Payment". All bids must be submitted in the format requested under the pricing section at Annex "B". Failure to do so will deem bid non-responsive.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Financial Evaluation**

SACC Manual Clause [M0220T](#) (2013-04-25), Evaluation of Price

### **4.2 Basis of Selection – Mandatory Technical Criteria Only (M0031T)**

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

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## 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.

### 5.1 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 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.

#### 5.1.1 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.

#### 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 [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.

#### 5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

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#### **5.1.3.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

**5.1.3.1.1** SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

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

#### 6.2 Security Requirements

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

#### 6.3 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.

##### 6.3.1 General Conditions

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

##### 6.3.2 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 "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

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

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## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from May 11, 2015 to September 30, 2015.

## **6.5. Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Mary Carey  
ASupply Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Atlantic Region  
The John Cabot Building, 10 Barter's Hill  
P.O. Box 4000, St. John's, NL

Telephone: (709) 772-4754  
Facsimile: (709) 772-4603  
E-mail address: [mary.carey@pwgsc.gc.ca](mailto:mary.carey@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.

### **6.5.2 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.

### **6.5.3 Offeror's Representative**

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

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## **6.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is Parks Canada, Gros Morne National Park, NL.

## **6.7 Call-up Instrument**

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

## **6.8 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Applicable Taxes included).

## **6.9 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$27,000.00** (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.

## **6.10 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014-11-27); General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement/Mandatories;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_.

## **6.11 Certifications**

### **6.11.1 Compliance**

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

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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.

#### **6.12 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.



## **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.

### **7.1 Requirement**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010A (2014-11-27), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

*Insert the following clause when payment by credit cards is acceptable by the Offeror.*

Section \_\_\_\_ (Insert section number) Interest on Overdue Accounts, of 2010A \_\_\_\_ (insert the number, date and the title applicable general conditions), General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

##### **7.4.1.1 Basis of Payment – Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

##### **7.4.1.2 Price - Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$27,000.00. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.4.1.3 Multiple Payments**

SACC Manual Clause H100C (2008-05-12) Multiple Payments

#### **7.4.1.4 Payment by Credit Card**

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

**OR**

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

#### **7.5 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.

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.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **7.6 SACC Manual Clauses**

SAAC Manual Clause B7500C (2006-06-16) Excess Goods  
SAAC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

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**ANNEX "A"**

**REQUIREMENT / MANDATORIES**

Gros Morne National Park operates five (5) campgrounds at Shallow Bay, Berry Hill, Green Point, Lomond and Trout River. The camping pads at each campground are provided with a wood burning stove, campers are provided the opportunity to purchase wood from the campground attendants for use in the wood burning units. Parks Canada has no accessible supply of wood and has chosen to go to the private sector to supply, package, deliver and distribute the wood.

Supply, and delivery of pre-packaged, pre-cut dry seasoned firewood to Gros Morne National Park in accordance with the following specifications:

**MANDATORY REQUIREMENTS:**

1. Supply of seasoned firewood consisting of hardwood species (birch), softwood species consisting of fir and spruce, (Slabs not acceptable). The preferred combination would be 50% hardwood and 50% softwood.

**MET**                   **YES**                             **NO**

2. There is an estimated requirement of 3,000 bundles, with the possibility of supplying additional firewood as needed. An initial order of 100 bundles to be delivered to Lomond and Green Point Campgrounds on May 15, 2015 and 100 bundles to Shallow Bay, Trout River and Berry Hill Campgrounds on June 5, 2015 upon receipt of call-up.

**MET**                   **YES**                             **NO**

3. Contractor will provide on request proof that wood used in this contract was acquired through or as part of a commercial operation.

**MET**                   **YES**                             **NO**

4. Firewood for the campgrounds will be pre-cut, pre-packaged and labelled (bilingual).

**MET**                   **YES**                             **NO**

5. Length of individual pieces of wood shall be 40 cm (16").

**MET**                   **YES**                             **NO**

6. Average cross-sectional area of each piece shall be maximum 65 cm<sup>2</sup> (10 in<sup>2</sup>), minimum 20 cm<sup>2</sup> (3 in<sup>2</sup>).

**MET**                   **YES**                             **NO**

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7. Wood bundles shall be labelled showing product identity, dealer identity and product quantity. Labels must be securely fastened and of a type that will withstand normal handling of the bundles. Labels must also conform to Industry Canada regulations for pre-packaged firewood.
- MET**              **YES**              **NO**
8. Labels will be bilingual English and French.
- MET**              **YES**              **NO**
9. Wood shall be securely tied or shrink wrapped (able to withstand repeated handling) in bundles of 54 dm<sup>3</sup>. Ties or straps should be either plastic or nylon (NOT Metal).
- MET**              **YES**              **NO**
10. The bundles should be 30cm X 40cm X 45cm and contain several small pieces of wood (splits) to aid with the starting of the fire.
- MET**              **YES**              **NO**
11. Firewood shall be delivered to the following campgrounds: Trout River, Lomond, Berry Hill, Green Point and Shallow Bay.
- MET**              **YES**              **NO**
12. Firewood shall be delivered throughout the period of May 11, 2015 to September 30, 2015 within two days of receipt of an order (minimum of 50 bundles per request).
- MET**              **YES**              **NO**
13. Shipment shall be consigned FOB campgrounds.
- MET**              **YES**              **NO**
14. Contractor is responsible for unloading firewood into specified buildings at delivery site.
- MET**              **YES**              **NO**
15. Broken bundles will be the responsibility of the Contractor.
- MET**              **YES**              **NO**
16. Parks Canada will verify number of bundles in each delivery.
- MET**              **YES**              **NO**

Solicitation No. - N° de l'invitation  
5P114-140723  
Client Ref. No. - N° de réf. du client  
5P114-140723

Amd. No. - N° de la modif.  
File No. - N° du dossier  
XAQ-4-37179

Buyer ID - Id de l'acheteur  
xaq026  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "B"**

**BASIS OF PAYMENT**

Item #	Description	Unit of Issue	Estimated Quantity	Unit Price	Total
1	Firewood (as per Requirement – Annex A)	Bundle (54 dm <sup>3</sup> )	3000	\$	\$
TOTAL PRICE (GST/HST Extra)					

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5P114-140723

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File No. - N° du dossier  
XAQ-4-37179

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xaq026  
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**ANNEX “C “**

**INFORMATION FOR CODE OF CONDUCT CERTIFICATION**

**[MUST BE COMPLETED BY OFFEROR WITH BID SUBMISSION]**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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3. For a Joint Venture - the names of all current members of the Joint venture;

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4. For an individual - the full name of the person;

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5P114-140723

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File No. - N° du dossier  
XAQ-4-37179

Buyer ID - Id de l'acheteur  
xaq026  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "B"

### QUARTERLY STANDING OFFER BUSINESS VOLUME REPORT

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 paid for by a Government of Canada Acquisition Card. The data must be submitted on a "quarterly basis" to the Public Works and Government Services Canada Standing Offer Authority.

Quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

***Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.***

GSIN	Standing Offer Number	Standing offer Title / Description	Document Type	Supplier's Name	Supplier's Contract Info	Standing Offer Value (\$)	
						Original Value	Total Amended Value
Name of PWGSC Authority	Reporting Period (FY & Quarter)	Call up Detail by ordering Department					
		Department or Agency	Delivery Location (Province)	Total # of Orders for the Reporting Period (Quarter)	Total \$ Value of Orders for the Reporting Period (incl. GST/HST)	Total # of Orders for the Fiscal Year to Date	Total # of Orders for the Fiscal Year to Date (incl. GST/HST)

The required information for this Standing Offer must be e-mailed to the following addresses:

**ncr.acqbvmo@pwgsc.gc.ca; cc: mary.carey@pwgsc.gc.ca**