

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

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

**1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016**

## 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**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

|   |   |
|---|---|
| <b>Title - Sujet</b><br>RISO - PICTURE FRAMES   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W010Z-15B018/A  | <b>Date</b><br>2015-04-29   |
| <b>Client Reference No. - N° de référence du client</b><br>W010Z-15-B018  | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$HAL-219-9511                    |
| <b>File No. - N° de dossier</b><br>HAL-4-73229 (219)  | <b>CCC No./N° CCC - FMS No./N° VME</b>  |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2015-06-09</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Atlantic Daylight Saving<br>Time ADT |
| <b>Delivery Required - Livraison exigée</b><br>See Herein   |   |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Richard, Linda K.  | <b>Buyer Id - Id de l'acheteur</b><br>hal219                                      |
| <b>Telephone No. - N° de téléphone</b><br>(902)496-5261 ( )   | <b>FAX No. - N° de FAX</b><br>(902)496-5016                                       |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>AS PER INDIVIDUAL CALL UP<br>Canada        |   |
| <b>Security - Sécurité</b><br>This request for a Standing Offer does not include provisions for security.<br>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<br>Raison sociale et adresse du fournisseur/de l'entrepreneur   |      |
| Telephone No. - N° de téléphone<br>Facsimile No. - N° de télécopieur   |      |
| Name and title of person authorized to sign on behalf of Vendor/Firm<br>(type or print)<br>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br>de l'entrepreneur (taper ou écrire en caractères d'imprimerie) |      |
| Signature  | Date |

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File No. - N° du dossier

HAL-4-73229

Buyer ID - Id de l'acheteur

hal219

Client Ref. No. - N° de réf. du client

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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 the Requirement, the Basis of Payment, List of Directors, Product Dollar Report, Product Usage Report, and Appendix 1 – Financial Proposal.

### 1.2 Summary

The Department of National Defence (DND) has a requirement for a regional individual standing offer for the supply of picture frames and related products on an as and when requested basis to various Maritime Forces Atlantic (MARLANT) customers in the Halifax Regional Municipality

The Standing Offer is for a period of two years with two optional periods of one-year each.

As per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), 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.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing 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 Nova Scotia.

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: Financial Offer (1 hard copy)

Section II: 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: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, 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.

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.

### 3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06, Exchange Rate Fluctuation)

## Section II: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Financial Evaluation

##### 4.1.2.1 Evaluation of Price

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

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause M0031T (2007-05-25) Basis of Selection – Mandatory Technical Criteria Only

## 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.

## PART 6 - INSURANCE REQUIREMENTS

### 6.1 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

### 7.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 7.3.1 General Conditions

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

#### 7.3.2 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 "D". 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 15 calendar days after the end of the reporting period

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from July 1, 2015 to June 30, 2017.

#### 7.4.2 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 2 one year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Linda Richard  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 1M3  
Telephone: 902-496-5261  
Facsimile: 902-496-5016  
E-mail address: linda.k.richard@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.

### **7.5.2 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.

### **7.5.3 Offeror's Representative (Please complete)**

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

## **7.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Maritime Forces Atlantic.

## 7.7 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.

## 7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$11,400.00. (Applicable Taxes included).

## 7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$144,000 (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 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.

## 7.10 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) 2010A (2014-11-27), General Conditions - Goods (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Reporting Requirements
- h) Annex D, Insurance Requirements;
- k) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer.*)

## 7.11 Certifications

### 7.11.1 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 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.

## **7.12 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 Nova Scotia.

## **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.

#### **7.1.1 No Substitute Products**

SACC Manual B4024T (2006-08-15) No Substitute Products. For Items 1 and 2 on the list of deliverables, neither colour or series is to be substituted.

### **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.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

Delivery for orders of fewer than 40 items must be made within two (2) weeks from receipt of a call-up against the Standing Offer. Orders of more than 40 items must be delivered within four (4) weeks.

### **7.4 Payment**

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

Payment shall be made in accordance with Annex "B" attached.

#### **7.4.2 Limitation of Price**

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

#### **7.4.3 Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

#### **7.4.4 Payment by Credit Card**

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

## 7.6 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 8. SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

## **ANNEX "A"**

### **REQUIREMENT**

#### **1.0 Summary**

The Department of National Defence (DND) has a requirement for a regional individual standing offer for the supply of picture frames and related products on an as and when requested basis to various Maritime Forces Atlantic (MARLANT) customers in the Halifax Regional Municipality.

#### **2.0 Security**

The vendor agrees to follow procedures as laid out by Formation Security upon entering the confines of Maritime Forces Atlantic. Further to this, all vehicles owned or operated by the vendor may be subject to a search at any time, in accordance with standing regulations. Contractor personnel must have valid government issued photo identification on their person at all times. No escort is required once inside HMC Dockyard in ordinary circumstances. However, during heightened security events, access to HMC Dockyard may be delayed, or denied, or if entry is permitted by an escort will be required at all times while in HMC Dockyard as well as when in any of the establishments and ships.

#### **3.0 No Substitutions**

The vendor shall give notice of substitutions to the ordering office in advance of delivery. Supplier may not substitute items requested without the express consent of the ordering office. Substitutions made without prior approval may be deemed unacceptable by the delivery point inspection authority and rejected without subsequent costs to the Crown.

#### **4.0 Delivery Location**

Specific delivery locations shall be indicated on the call-up document as each individual call-up is made.

#### **5.0 Confirmation**

The vendor is to confirm receipt of order documents and the availability of requested quantities within 4 hours receipt of the call-up document.

Urgent requirements may take place by phone or facsimile, and shall be followed by a formal call-up against a standing offer document. In addition to confirming receipt of the call-up document, the vendor will confirm their ability to delivery the requirement within the time frame requested.

#### **6.0 Inspection**

Final inspection will rest solely with consignee at point of delivery. Products failing inspection shall be returned to the Vendor at no cost to the crown.

#### **7.0 Packaging/Shipping**

Goods and material are to be shipped, packaged, and labelled in accordance with federal and provincial and/or municipal transportation regulations or by-laws in effect at the time the shipment is made.

Products are to be labelled and part numbers visible on all packages. Failure to properly identify package contents may result in the refusal and return of these items at no additional cost.

## 8.0 Required Vendor Information

Vendor to provide, in writing, to [BLogVendors@forces.gc.ca](mailto:BLogVendors@forces.gc.ca), throughout the period of the Standing Offer, Order Desk Information:

Employee Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 9.0 Vendor's Performance

9.1 The Customer Services Division/Standing Offers will monitor the Vendor's performance. Performance factors will include, but are not limited to:

- 9.1.1 Ability to provide required quality;
- 9.2.1 Ability to provide items and quantity ordered;
- 9.3.1 Ability to deliver within required time frame.

9.2 At any time the performance is not satisfactory, documentation will be forwarded to Public Works and Government Services Canada, which may result in the standing offer being set aside.

## 10.0 Usage Reports

10.1 For the period of the standing offer, quarterly usage reports are to be provided as outlined in paragraph two and three below. Usage reports are to be forwarded within two weeks following the end of the quarter to:

Customer Services Division/Standing Offers  
Building D206, HMC Dockyard  
Maritime Forces Atlantic  
P.O. Box 99000, Station Forces  
Halifax, NS B3K 5X5

[BLogVendors@forces.gc.ca](mailto:BLogVendors@forces.gc.ca)

10.2 Dollar Usage Report shall include:

10.2.1 Report Headings: Company Name, Standing Offer Number, Period of Report, Opening Value of Standing Offer, Less Usage to Date and Balance Remaining.

10.2.2 Report Data: Call-up number, date of call-up, customer/ship name, and call-up value. Format as per attached Annex "C". Please note that the call-up number shall be indicated at the time of order on the call up document.

10.3 Product Usage Report shall include:

10.3.1 Report Headings: company name, standing offer number, vendor year end/archive date, YTD start date and period of report.



10.4 The period for quarterly reports shall commence with the starting date of the standing offer. Reports are to be received no later than the 15<sup>th</sup> of the month following the end of the quarter.

Quarterly reports are defined as follows:

First quarter: April 1 to June 30  
Second quarter: July 1 to September 30  
Third quarter: October 1 to December 31  
Fourth quarter: January 1 to March 31

- 10.5 Should no goods be supplied during a given reporting period a nil report must be submitted.
- 10.6 New transaction shall be added to the report previously submitted and report totals updated.
- 10.7 Currency figures provided shall be in Canadian dollars only.
- 10.8 The Standing Offers Cell shall also be notified within fifteen days when 75% of the standing offer has been expended.
- 10.9 Prices are to be quoted exclusive of taxes.
- 10.10 The Vendor understand that failure to comply may result in the setting aside of the Standing Offer.

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-4-73229

Buyer ID - Id de l'acheteur  
hal219  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

Prices shall be quoted FOB Destination, including all delivery and shipping charges, exclusive of taxes, to the destination specified on the call-up against a standing offer document.

Prices shall be held for the duration of the Standing Offer, and include a pricing per option year schedule.

In addition to the pricing on the standing offer, special offerings due to year-end or surplus manufacturing runs, special jobs, etc., are to be made available as they occur if of a lesser cost than under the specified quoted price herein.

Please fill in your pricing on Attachment 1 – Financial Proposal.

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**ANNEX "C"**

**LIST OF DIRECTORS**

Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;

**Directors:** (Please print clearly)

| NAME | NAME |
|------|------|
|      |      |
|      |      |
|      |      |
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## APPENDIX 1

### FINANCIAL PROPOSAL

Please see attached.

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ATTACHMENT 1 - FINANCIAL PROPOSAL

**ATTACHMENT 1 - FINANCIAL PROPOSAL**

1. Prices are to be quoted FOB destination and include all delivery charges.
2. Prices are to be held for each year of the Standing Offer and for each Option Year.
3. The usage figures are estimates and for evaluation purposes only, and do not represent any commitment on the part of Canada.

**DELIVERABLES**

1. *Frame, Sunset molding (SS5 series), various sizes, including glass, cardboard backing and flexi points, available colors: SS5-62 mahogany and SS5-64 blue.*

**Quantities:**

- a. Sunset molding 8 1/2 x 11 inch frames in Sunset molding color SS5-62 mahogany is normally ordered with occasional requirement for SS5-64 blue color and shall not necessarily be limited to these two colors (approximate usages: 400 per year).
- b. Sunset molding 8 x 10 inch frames in the same SS5 series and colors (approximate usage: 20 per year).
- c. State prices for other sizes listed, state additional available sizes beyond those listed below. Quantity estimates for other sizes are estimated at occasional use only. (approximately usage 200 per year).

|                   |               | (a)                       | (b)                    | (c)                          | (d)                           | (e)                              | (f)   |
|-------------------|---------------|---------------------------|------------------------|------------------------------|-------------------------------|----------------------------------|---|
| Size              | No. Units/Box | Est.usage/yr<br>(by unit) | Unit Price -<br>Year 1 | Price per<br>Box - Year<br>1 | Unit Price -<br>Option Year 1 | Price per Box -<br>Option Year 1 | Subtotal for Evaluation<br>(a x b) + (a x c) + (a x d)<br>+ (a x e) |
| 8" x 10"          |               | 20                        |                        |                              |                               |                                  |   |
| 8.5" x 11"        |               | 400                       |                        |                              |                               |                                  |   |
| 9" x 12"          |               | 10                        |                        |                              |                               |                                  |   |
| 9.5" x 11.5"      |               | 10                        |                        |                              |                               |                                  |   |
| 10" x 12"         |               | 10                        |                        |                              |                               |                                  |   |
| 10.25" x 14.25"   |               | 10                        |                        |                              |                               |                                  |   |
| 11.75" x 16 5/8"  |               | 10                        |                        |                              |                               |                                  |   |
| 12" x 15"         |               | 10                        |                        |                              |                               |                                  |   |
| 12" x 17"         |               | 10                        |                        |                              |                               |                                  |   |
| 13 5/8" x 17 1/8" |               | 10                        |                        |                              |                               |                                  |   |

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**SUBTOTAL ITEM 1**

2. Frame, Canadian molding (CM900 series), various sizes including 1 3/4" liner (L122w), colors 931G walnut, 940 mahogany and 959 blue/grey.

## Quantities

- a. Canadian molding 8 1/2 x 11 inch frames in Sunset molding color SS5-62 mahogany is normally ordered with occasional requirement for SS5-62 blue color and shall not necessarily be limited to these two colors. (Approximate usage: 400 per year).
- b. Canadian molding 8 x 10 inch frames in the same SS5 series and colors. (Approximate usage: 20 per year).
- c. State prices for other sizes listed, state additional available sizes beyond those listed (below). Quantity estimates for other sizes are estimated at occasional use only. (Approximate usage: 200 per year).

**SUBTOTAL ITEM 2**



### 3. Plak Mounting Service

Plak mounting service (also known as plakmounting or perma-plaques): mounting of prints on medium density fibre (MDF) board, adhering, then laminating. Prices quoted must show the pickup/delivery costs as included in the cost per unit inch.

|                        |              | (a)           | (b)                            | (c)                    | (d)                    | (e)                            | (f)  |
|------------------------|--------------|---------------|--------------------------------|------------------------|------------------------|--------------------------------|--|
|                        |              |               |                                |                        |                        |                                |  |
|                        |              |               |                                |                        |                        |                                |  |
|                        |              |               |                                |                        |                        |                                |  |
| Item #                 | Item         | Unit of Eval. | Est. Usage (by<br>united inch) | Unit Price<br>- Year 1 | Unit Price<br>- Year 2 | Unit Price<br>- Opt.<br>Year 1 | Subtotal for<br>Evaluation (a x<br>b) + (a x c) + (a x<br>d) + (a x e) |
| a.                     | Foil Mount   | united inch   | 10000                          |                        |                        |                                |  |
| b.                     | Paint Mount  | united inch   | 1500                           |                        |                        |                                |  |
| c.                     | Colour Mount | united inch   | 1500                           |                        |                        |                                |  |
| <b>SUBTOTAL ITEM 3</b> |              |               |                                |                        |                        |                                |  |

#### 4. Archival Foam

|        |                                 | (a)           | (b)                            | (c)                    | (d)                    | (e)                            | (f)  |
|--------|---------------------------------|---------------|--------------------------------|------------------------|------------------------|--------------------------------|--|
| Item # | Item                            | Units per box | Est. Usage (by<br>united inch) | Unit Price<br>- Year 1 | Unit Price<br>- Year 2 | Unit Price<br>- Opt.<br>Year 1 | Subtotal for<br>Evaluation (a x<br>b) + (a x c) + (a x<br>d) + (a x e) |
| a.     | Archival Foam 32 x 40<br>sheets | 25            | 10                             |                        |                        |                                |  |
| b.     | Archival Foam 48 x 96<br>sheets | 25            | 10                             |                        |                        |                                |  |
|        |                                 |               |                                |                        |                        |                                | <b>SUBTOTAL ITEM 4</b>   |

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ATTACHMENT 1 - FINANCIAL PROPOSAL

**5. Glass**

Glass (to front picture). Typically used to front glass Canadian molding frames that come without glass supplier or replacement glass for damaged glass.

|                 | (a)           | (b)                       | (c)                    | (d)                          | (e)                           | (f)   |
|-----------------|---------------|---------------------------|------------------------|------------------------------|-------------------------------|---|
|                 | No. Units/Box | Est.usage/yr<br>(by unit) | Unit Price -<br>Year 1 | Price per<br>Box - Year<br>1 | Unit Price -<br>Option Year 1 | Price per<br>Box -<br>Option<br>Year 2                              |
| Size            |               |                           |                        |                              |                               | Subtotal for Evaluation<br>(a x b) + (a x c) + (a x d)<br>+ (a x e) |
| 8" x 10"        |               | 100                       |                        |                              |                               |   |
| 8" x 12"        |               | 100                       |                        |                              |                               |   |
| 11" x 14"       |               | 10                        |                        |                              |                               |   |
| 14" x 17"       |               | 10                        |                        |                              |                               |   |
| 16" x 20"       |               | 10                        |                        |                              |                               |   |
| 20" x 24"       |               | 10                        |                        |                              |                               |   |
| SUBTOTAL ITEM 5 |               |                           |                        |                              |                               |   |

**6. Framing Materials**

Miscellaneous Framing material, including (but not limited to) the following list:

|                           | (a)                    | (b)                       | (c)                    | (d)                          | (e)                           | (f)   |
|---------------------------|------------------------|---------------------------|------------------------|------------------------------|-------------------------------|---|
|                           | Size per smallest unit | Est.usage/yr<br>(by unit) | Unit Price -<br>Year 1 | Price per<br>Box - Year<br>1 | Unit Price -<br>Option Year 1 | Price per<br>Box -<br>Option<br>Year 2                              |
| Item                      |                        |                           |                        |                              |                               | Subtotal for Evaluation<br>(a x b) + (a x c) + (a x d)<br>+ (a x e) |
| Bumpon                    |                        | 5000 ea                   |                        |                              |                               |   |
| Saw tooth<br>hangers      |                        | 2000 ea                   |                        |                              |                               |   |
| Flexible framers<br>point |                        | 3700 ea                   |                        |                              |                               |   |
| ATG tape                  |                        | 100 rolls                 |                        |                              |                               |   |

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**SUBTOTAL ITEM 6**

## TOTAL (FOR EVALUATION PURPOSES)

1000

**7. Miscellaneous Items Not Listed Above:**

Miscellaneous similar or related items, not listed above, with an estimated value of 15% of the overall Standing Offer, at the following.

Supplier's current published price list less a discount of \_\_\_\_\_%