



**SOLICITATION CLOSES  
L'INVITATION PREND FIN**

**at - à 02:00 PM  
on - le 12 January 2016**

**Time Zone: - Fuseau horaire :  
Eastern Standard Time (EST)  
Heure normale de l'Est (HNE)**

**REQUEST FOR STANDING  
OFFERS  
DEMANDE D'OFFRES À  
COMMANDES**

**Proposal to: Department of National Defence**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition au : ministère de la Défense nationale (MDN)**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT / CE DOCUMENT NE CONTIENT PAS DES EXIGENCES RELATIVES À LA SÉCURITÉ.

**Issuing Office - Bureau de distribution**

Director Services Contracting 4 (D Svcs C 4) /  
Direction - Contrats de services 4 (DC Svcs 4)

<b>Title - Sujet</b> Tailoring Services					
<b>Solicitation No. - N° de l'invitation</b> DND-15/0007282					
<b>Date</b> 19 November 2015					
<b>Reference No. (optional) - N° de référence (facultatif)</b>					
<b>RETURN OFFERS TO: RETOURNER LES OFFRES À :</b>  By e-mail to / Par courriel au :  <a href="mailto:DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca">DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca</a>  Director Services Contracting 4 / Direction - Contrats de services 4 Attention: Kim Seguin, D Svcs C 4-3-5					
<b>Address enquiries to: Adresser toute demande de renseignements à :</b>  Kim Seguin  <table border="0"> <tr> <td><b>Telephone No. N° de téléphone</b></td> <td><b>E-Mail Address Courriel</b></td> </tr> <tr> <td></td> <td>Kim.Seguin@forces.gc.ca</td> </tr> </table>		<b>Telephone No. N° de téléphone</b>	<b>E-Mail Address Courriel</b>		Kim.Seguin@forces.gc.ca
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<b>FOB - FAB</b> See herein / Voir dans les présentes.					
<b>Destination</b>  See herein / Voir dans les présentes.					
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>          <table border="0"> <tr> <td><b>Telephone No. - N° de téléphone</b></td> <td><b>Facsimile No. - N° de télécopieur</b></td> </tr> </table>		<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>		
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>				
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>					
<b>Signature</b>	<b>Date</b>				



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION .....4**

1.1 INTRODUCTION.....4

1.2 SUMMARY.....4

1.3 SECURITY REQUIREMENTS.....4

1.4 DEBRIEFINGS .....4

1.5 OFFICE OF THE PROCUREMENT OMBUDSMAN.....5

**PART 2 - OFFEROR INSTRUCTIONS.....6**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....6

2.2 SUBMISSION OF OFFERS .....6

2.3. FORMER PUBLIC SERVANT.....7

2.4. ENQUIRIES - REQUEST FOR STANDING OFFERS.....8

2.5. APPLICABLE LAWS .....8

**PART 3 - OFFER PREPARATION INSTRUCTIONS .....9**

3.1. OFFER PREPARATION INSTRUCTIONS .....9

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....11**

4.1 EVALUATION PROCEDURES.....11

4.2 BASIS OF SELECTION.....11

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....12**

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....12

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....12

**PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....13**

6.1 SECURITY REQUIREMENTS.....13

6.2 FINANCIAL CAPABILITY – NOT APPLICABLE TO THIS REQUIREMENT. ....13

6.3 INSURANCE REQUIREMENTS – NOT APPLICABLE TO THIS REQUIREMENT .....13

**PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES.....14**

**A. STANDING OFFER.....14**

7.1 OFFER.....14

7.2 SECURITY REQUIREMENTS.....14

7.3 STANDARD CLAUSES AND CONDITIONS .....14

7.4 TERM OF STANDING OFFER.....14

7.5. AUTHORITIES **(TO BE SPECIFIED IN THE RESULTING STANDING OFFER)** .....14

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....16

7.7 IDENTIFIED USERS .....16

7.8 CALL-UP PROCEDURES .....16

7.9 CALL-UP INSTRUMENT .....16

7.10 LIMITATION OF CALL-UPS.....16

7.11 FINANCIAL LIMITATION .....16

7.12 PRIORITY OF DOCUMENTS.....16

7.13 CERTIFICATIONS .....17

7.14 APPLICABLE LAWS .....17

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

7.1 STATEMENT OF WORK.....17



7.2 STANDARD CLAUSES AND CONDITIONS .....17  
7.3 TERM OF CONTRACT .....17  
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....17  
7.5 PAYMENT .....18  
7.6 INVOICING INSTRUCTIONS.....18  
7.7 INSURANCE REQUIREMENTS .....18

**ANNEX A.....19**  
STATEMENT OF WORK.....19

**ANNEX B.....26**  
BASIS OF PAYMENT .....26



## **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:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work and the Basis of Payment.

### **1.2 Summary**

1.2.1 The Department of National Defence (DND) has a requirement to establish one Regional Individual Standing Offer (RISO) Arrangement to provide tailoring services.

The period of the resulting Standing Offer will be from the date of award to three years later, with the irrevocable option to extend the term of the Standing Offer for up to three additional one-year option periods under the same conditions.

1.2.2 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), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Columbia Free Trade Agreement and the Canada-Panama Free Trade Agreement.

### **1.3 Security Requirements**

There is no security requirement applicable to this requirement.

### **1.4 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.



## 1.5 Office of the Procurement Ombudsman

If you have issues or concerns regarding the solicitation, you have the option of raising them with the department or with the Office of the Procurement Ombudsman (OPO). The OPO was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-800-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). Furthermore, the OPO offers an alternative dispute resolution service to resolve any dispute between the parties respecting the interpretation or application of a term and condition of the resulting contract.



## 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 \(2015-07-03\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

- a) Section 01, **Integrity Provisions – Offer** is deleted in its entirety and replaced by:

By submitting a bid, the Offeror certifies that it complies with the [Code of Conduct for Procurement](http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>) and agrees to be bound by its terms. The Offeror also certifies that it complies with the terms of section 18 of the *Government Contracts Regulations*, (SOR/87-402).

- b) Section 02, **Procurement Business Number** is deleted in its entirety.

- c) Section 05, **Submission of Offers** – Subsection 2(d) is deleted and replaced by:

It is the Offeror's responsibility to:

- (d) send its offer only to Department of National Defence (DND) organization receiving the offers as specified on page 1 of the solicitation.

- d) Subsection 5.4 of 2006, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

- e) Section 07, **Delayed Offers** is deleted and replaced by:

It is the Offeror's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of offers will not be accepted.

- f) Section 08, **Transmission by Fax** – para (1) is deleted in its entirety.

- g) Section 20, **Further Information** is deleted in its entirety.

### 2.2 Submission of Offers

Offers must be submitted only to the Department of National Defence (DND) by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DND will not be accepted.

### 2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S.1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;



- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **2.4. 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 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.

#### **2.5. Applicable Laws**

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

### **3.1. Offer Preparation Instructions**

Canada requests that Offerors provide their bid in separately bound sections as follows:

Section I, Technical Offer: one (1) soft copy submitted by e-mail;

Section II, Financial Offer: one (1) soft copy submitted by e-mail;

Section III, Certifications Not Included in the Technical Offer: one (1) soft copy submitted by e-mail.

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

##### **3.1.1 Exchange Rate Fluctuation**

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

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

### **3.2 Electronic Submissions**

**Electronic Submissions:** Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Offeror or Procurement Authority. Larger offers may be submitted through more than one e-



mail. DND will confirm receipt of documents. It is the responsibility of the Offeror to ensure that their entire offer submission has been received. Offerors must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, offerors are requested to allow sufficient time before the closing time and date to submit their offer and for DND to confirm receipt. Offer documents received after the closing time and date will not be accepted.

**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 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

The offer must meet the mandatory technical criteria specified below. The Offeror must provide the necessary documentation to support compliance with this requirement.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

NUMBER	MANDATORY TECHNICAL (MT) CRITERION	CROSS REFERENCE TO OFFER
<b>M1</b>	<p>The Offeror must clearly demonstrate that it is capable of providing at least one (1) resource that has a minimum of five (5) years of experience within the last ten (10) years in performing tailoring services.</p> <p>The Offeror must provide a CV for at least one proposed resource that demonstrates the required experience.</p>	

**4.1.2 Financial Evaluation**

- 4.1.2.1** Offerors must submit pricing in accordance with the Basis of Payment, Annex “B”, as firm all-inclusive rates for all pricing requirements or their offer will be considered non-responsive and will be given no further consideration.
- 4.1.2.2** The responsive offer offering the lowest total evaluated price will be recommended for award of a Standing Offer.
- 4.1.2.3** Tie-break: In the event two or more responsive offers have the same total evaluated price, the Offeror proposing the resource with the most years of experience for Mandatory Criterion M1 will be recommended for award of a Standing Offer.

**4.2 Basis of Selection**

**4.2.1 Lowest Evaluated Price**

- 4.2.1.1** An offer must comply with the requirements of the RFSO and meet all mandatory evaluation criteria to be declared responsive.
- 4.2.1.2** The responsive Offeror with the lowest evaluated price will be recommended for award of a Standing Offer.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### **5.2.1 Integrity Provisions – List of Names**

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

#### **5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



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

### **6.1 Security Requirements**

There is no security requirement applicable to this requirement.

**6.2 Financial Capability** – Not Applicable to this Requirement.

**6.3 Insurance Requirements** – Not Applicable to this Requirement

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work 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>) issued by Public Works and Government Services Canada.

##### 7.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from the date of Award to three years later. **(exact dates to be specified in the resulting Standing Offer)**

##### 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 three additional 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 fifteen days 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 **(to be specified in the resulting Standing Offer)**

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention:  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



E-mail address: \_\_\_\_\_

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 Technical Authority**

The Technical Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention:  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

**7.5.3 Call-Up Authority**

The Call-Up Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention:  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Call-Up Authority is responsible for all matters concerning the day-to-day management of the Standing Offer. Any proposed changes to the scope of the Work are to be discussed with the Call-Up Authority and Technical Authority, but any resulting change can only be confirmed by a Standing Offer amendment issued by the Standing Offer Authority. The Call-Up Authority is authorized to issue call-ups against the Standing Offer. All additional Identified Users identified in para 7.7 must obtain pre-approval from the Call-Up Authority before issuing call-ups against the Standing Offer.

**7.5.4 Offeror's Representative**

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



## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: \_\_\_\_\_. (to be specified in the resulting Standing Offer).

## 7.8 Call-up Procedures

- 7.8.1 The Identified User will send a request to Offeror with the requirement clearly set out in a Statement of Work. The Offeror shall provide a response within 48 hours from the request.
- 7.8.2 Should an Offeror refuse to accept five (5) requests for a Call-up Against a Standing Offer, the Crown may perform a review to determine the cause and viability of the Offeror. The review result may end in removal of the Offeror from the Standing Offer.
- 7.8.3 The Work will be authorized or confirmed by the Identified User using form PWGSC 942, Call-up against a Standing Offer.
- 7.8.4 If a Call-up made under this Standing Offer is terminated, such termination does not affect the Standing Offer.

## 7.9 Call-up Instrument

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

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included). Call-ups exceeding this amount must be approved by the Standing Offer Authority.

## 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (to be specified in the resulting Standing Offer) (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 six 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.

## 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;





- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment; and
- f) the Offeror's offer dated \_\_\_\_\_ (*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 on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*). **(to be specified in the resulting Standing Offer)**

## 7.13 Certifications

### 7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional 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 additional 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.

### 7.14 Applicable Laws

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

## 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 Statement of Work

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

2010C (2015-09-03), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

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

### 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

## **7.5 Payment**

### **7.5.1 Basis of Payment**

The Basis of Payment attached hereto as Annex B shall be used to price any call-up made pursuant to this Standing offer.

In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex B, Harmonized Sales Tax (HST) extra, if applicable.

### **7.5.2 Method of Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work delivered has been accepted by Canada.

## **7.6 Invoicing Instructions**

7.6.1 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.

7.6.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Standing Offer for certification and payment.

## **7.7 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.



## ANNEX A

### STATEMENT OF WORK

#### Tailoring Services

#### 1. Background

- 1.1 The Department of National Defence (DND) Canadian Forces Support Unit (Ottawa) [CFSU(O)] provides centralized support including Tailoring Services for all military personnel within the NCR. CFSU(O) has a number of tailors to provide this service however, several times a year, requires contracted tailoring services to manage heavier than usual workload.

#### 2. Objective

- 2.1. The objective is for the provision of tailoring services for the NCR that is timely and fulfils the quality standards outlined in the Canadian Forces Dress Manual.

#### 3. Scope

The Contractor must on an as and when requested basis, provide tailoring services, including repairing, altering cut-outs and special sized uniforms, as detailed in Para 5 of service uniforms for both Regular and Reserve personnel for the DND, CFSU(O) and all supported units within the NCR.

#### 4. Work Specifications

- 4.1 For **Service Dress Coat or Jacket (Male/Female, Winter/Summer) alterations**, the Contractor must, as requested, provide the following services:
- 4.1.1 **Shorten or Lengthen Sleeves:**  
If the sleeves are shortened the sleeve lining must be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling silk size "C" or "D" must be used. In the lengthening the bottom of the lining on shell may have to be pieced depending on the extra length required.
- 4.1.2 **Take-in or Let-out Sides:**  
After the seams have been let out or taken in, all loose cut ends of thread must be removed, and the old seam creases pressed off and the seams pressed open.
- 4.1.3 **Enlarge Armholes:**  
The sleeve lining will be opened, the armholes enlarged and the lining felled in the same manner and using hand felling silk size "C" or "D".
- 4.1.4 **Lower Collar:**  
The top and under collar will be ripped open at the back from lapel crease to lapel crease. The under collar will be placed at the desired height and felled. The top of the garment will be securely tacked to the under collar from gorge to gorge and the top collar felled. There will be a minimum of 8 stitches per inch (3 stitches per cm) and hand felling silk size "C" or "D" will be used.
- 4.1.5 **Shorten Collar**  
The bottom edge of the under collar will be ripped from lapel crease to lapel crease and the right bottom edge within 1 inch (2.5 cm) of the left lapel crease. The shoulders will be ripped to within 1 inch (2.5 cm) of the sleeve head seam and taken in the necessary amount. The shoulder seam will be pressed open, the lining basted at the shoulders and felled and the top of the lining tacked to the top of the shell.



- 4.1.6 Shorten Jacket  
Shorten to length as required by client, tape, blind fell and finish as per original.
- 4.1.7 Shoulder
  - 4.1.7.1 Pad right or left shoulder.
  - 4.1.7.2 Lower shoulder.
- 4.2 For **Service Dress Trousers (Male/Female including maternity, Winter/Summer) alterations**, the Contractor must, as requested, provide the following services:
  - 4.2.1 Shorten or Lengthen  
Rip bottom leg, alter as necessary and blind fell by hand or machine
  - 4.2.2 Take-in or Let-out Waist  
Take-in or let-out as necessary, rip the seat seam, clean all loose threads, press open. If the waist was let out, the old seam pressing creases will be properly pressed out.
  - 4.2.3 Breech  
Reduce or increase breech as necessary.
- 4.3 For **Service Dress Shirt (Male/Female including maternity shirts) alterations**, the Contractor must, as requested, provide the following services:
  - 4.3.1 Take-in or Let-out Sides  
After the seams have been taken in or let out, all loose ends of thread will be removed, the old seam creases pressed off and the seams pressed on.
  - 4.3.2 Cuffs  
Shorten as per request by client and in accordance with the Dress Manual.
- 4.4 For **Service Dress Raincoat**, the Contractor must, as requested, provide the following services:
  - 4.4.1 Sleeves  
If the sleeves are shortened, the sleeve lining will be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling silk size "C" or "D" will be used. In lengthening, the bottom of the lining on the shell may have to be pieced depending on the extra length required.
  - 4.4.2 Body  
Shorten or lengthen as requested by client, tape, blind fell and finish as it was before and in accordance with the Dress Manual.
- 4.5 For **Service Dress Skirt alterations**, the Contractor must, as requested, provide the following services:
  - 4.5.1 Take-in or Let-out  
The waist and hips can be let-out by opening the waist band and letting out the side seams. The old creases will be properly pressed out, all loose thread ends removed and the seams pressed open. Should the skirt be reduced, the same operation as letting out will apply.
  - 4.5.2 Hem – Lengthen or Shorten  
The bottom creases will be properly pressed out, the hem turned and blind stitch felled either by hand or machine.



- 4.5.3 Zipper  
Repair or replace, as requested by client.
- 4.5.4 Waistband  
Raise or lower waistband.
- 4.6 For **Services related to insignia, badges, buttons, braid, and slip-ons**, the Contractor must, as requested, use hand or machine sewing and appropriate coloured “C” or “D” thread to provide the following services:
  - 4.6.1 **Service Dress Uniform**
    - 4.6.1.1 Sew on buttons
    - 4.6.1.2 Sew on CANADA badges (2 per garment)
    - 4.6.1.3 Sew on RANK insignia (2 per garment)
    - 4.6.1.4 Sew on Specialist badges
    - 4.6.1.5 Sew on Sr. Officer Gorget Patches
    - 4.6.1.6 Sew on Qualification badges (1 per garment)
    - 4.6.1.7 Sew on TRADE badge (1 per garment)
    - 4.6.1.8 Sew on TRADE badge lapel (2 per garment)
    - 4.6.1.9 Sew on Officer braid (2 per garment)
    - 4.6.1.10 Sew on Naval Curl braid (2 per garment)
  - 4.6.2 **Combats/Naval Combat Dress**
    - 4.6.2.1 Sew on buttons
    - 4.6.2.2 Sew on CANADA badges (2 per garment)
    - 4.6.2.3 Sew on RANK insignia (2 per garment)
    - 4.6.2.4 Sew on Name Tape (1 per garment)
  - 4.6.3 **Shirt (Service Dress/Naval Combat Dress)**
    - 4.6.3.1 Sew on buttons
    - 4.6.3.2 Sew on TRADE badge (Navy)
    - 4.6.3.3 Sew on CANADA badges (Navy)
  - 4.6.4 **Headdress**
    - 4.6.4.1 Sew on Trade badge on beret or wedge
    - 4.6.4.2 Sew on Trade badge on Naval cap
    - 4.6.4.3 Sew on Officer braid on Naval cap
  - 4.6.5 **Removal of Badges**
    - 4.6.5.1 Removal of badges
    - 4.6.5.2 Removal of Officer rank braid
  - 4.6.6 **Slip-Ons**
    - 4.6.6.1 Distinct Environmental Uniform (DEI) slip-ons
    - 4.6.6.2 CADPAT slip-ons
    - 4.6.6.3 Naval Curl slip-ons
- 4.7 **Custom Tailoring Items**

The Contractor must provide the following custom tailoring services using the appropriate DND supplied shell and lining materials, while following the appropriate DND provided drawings, sealed patterns, cut-outs, client’s



measurement and specified consumables. In addition to these DND provided patterns and cut-outs, detailed DSSPM specifications or samples can be requested for additional information.

These services will require the contractor to book at least two measuring appointments (initial measuring session and one adjustment session) with each client. Appointments will be conducted at the contractor's facilities.

The following specifications briefly describe each item:

**4.7.1 Slacks, female, flat front**

- 4.7.1.1 Flat front;
- 4.7.1.2 Fly front closure with slide fastener;
- 4.7.1.3 Waistband with button/buttonhole closure;
- 4.7.1.4 Quarter cut side pockets;
- 4.7.1.5 Back welt pockets
- 4.7.1.6 Non-roll waistband with belt loops; and
- 4.7.1.7 Straight leg.

**4.7.2 Slacks, female, pleated front**

- 4.7.2.1 Pleated front;
- 4.7.2.2 Zipper and button/buttonhole front closure;
- 4.7.2.3 Quarter cut side pockets;
- 4.7.2.4 Non-roll waistband with tab adjustments; and
- 4.7.2.5 Straight leg.

**4.7.3 Skirt, female**

- 4.7.3.1 Straight, three-piece skirt;
- 4.7.3.2 Fully lined;
- 4.7.3.3 Four front darts and four back darts;
- 4.7.3.4 Quarter-cut side pockets;
- 4.7.3.5 Non-roll waistband with elasticized tab assembly at each side;
- 4.7.3.6 Two-button center back closure with slide fastener;
- 4.7.3.7 Center back kick pleat; and
- 4.7.3.8 Hanger loops at side seams.

**4.7.4 Trousers, male, flat front**

- 4.7.4.1 Fly front closure with slide fastener; inside button and buttonhole;
- 4.7.4.2 Two quarter-top side pockets with reinforcing facing;
- 4.7.4.3 Front pocket stays;
- 4.7.4.4 Two single or double jettted back pockets with button and buttonhole;
- 4.7.4.5 Belt loops;
- 4.7.4.6 Plain bottoms;
- 4.7.4.7 Straight legs; and
- 4.7.4.8 Hook and bar fastener on waistband.

**4.7.5 Tunic, male/female, double breasted**

- 4.7.5.1 Double-breasted style with four buttonholes/button eyelets;
- 4.7.5.2 Semi-fitted with princess line seams at front;
- 4.7.5.3 Hip length;
- 4.7.5.4 Notched lapels;
- 4.7.5.5 Side hip pockets with pocket flaps;



- 4.7.5.6 Breast pockets with inverted box pleats and pocket flaps;
- 4.7.5.7 Two-piece back;
- 4.7.5.8 Two vertical inside pockets;
- 4.7.5.9 Two-piece set-in sleeves;
- 4.7.5.10 Fully lined;
- 4.7.5.11 Shoulder and sleeve head pads; and

**4.7.6 Tunic, male/female, single breasted**

- 4.7.6.1 Single breasted with four buttonholes/button eyelets (top button to be in line with breast pocket buttons)
- 4.7.6.2 Notched lapels
- 4.7.6.3 Two breast pockets: pleated patch with button down flaps
- 4.7.6.4 Two side pockets: double jetted with flaps
- 4.7.6.5 Ticket pocket in right side pocket
- 4.7.6.6 Two inside breast pockets: single or double jetted
- 4.7.6.7 Centre back vent
- 4.7.6.8 Two-piece set-in sleeves
- 4.7.6.9 Full lining
- 4.7.6.10 Openings in side seams with tape retaining loops for belt hooks

**5. Requirement**

- 5.1. The Contractor must provide the services in accordance with the following criteria:
  - 5.1.1 All alteration requests must be delivered to the clothing store, within 15 calendar days of receipt of call-up and DND 2162.
  - 5.1.2 All special sized uniform requests must be delivered to the clothing store within 56 calendar days of receipt of call up and DND 2162.
  - 5.1.3 All urgent alteration requests must be completed and returned to the clothing store within 24 or 48 hours of receipt of call-up and DND 2162, depending on the urgency of the request.
  - 5.1.4 All measurement/fitting sessions for custom tailored items detailed in section 4.7 must be scheduled within 3 business days of receipt of call-up and DND2162. The contractor must provide the client with the option of three days between 0800 and 1500 Monday to Friday with at least 2 business days' notice. All follow up appointments are to be scheduled between the customer and the contractor, following the same process prescribed above.
  - 5.1.5 All request for alteration services are initiated through DND 2162. The Site Authority will complete the required fields of each DND 2162 before releasing the clothing to the Contractor. The Contractor must verify date and time of receipt of a call-up and retain a copy of the DND 2162. Each DND 2162 comes in triplicate; a copy of each form is retained by:
    - Site Authority;
    - Contractor; and
    - Customer.

The Contractor's Copy of DND 2162 must accompany the item throughout the tailoring process. Upon completion of the required tailoring services, the Contractor will deliver the clothing to the Site Authority who will contact the customer to pick up the order. The DND 2162 must be signed by the Site Authority upon delivery of the item.

- 5.1.6 The Contractor must supply all consumables (including threads, needles, etc.), required in the performance of the Work.



- 5.1.7 DND will provide all required fabric, rank, insignia and metal buttons required to tailor special sized uniform, and any required patterns for cut-outs and special sized uniforms.
- 5.1.8 The Contractor must press all garments in accordance with good commercial practice (wrinkle-free) and return items on clothes hangers.
- 5.1.9 In exceptional circumstances, if the contractor foresees any delay in production, he is to advise the Site Authority in writing (email is acceptable) immediately, providing justification for the delay.

## **6. Estimated Service Level Requirements**

- 6.1. The estimated service level is between 200-300 articles of clothing needing one or multiple alterations annually. The estimated service level for custom tailoring items described in section 4.7 is between 10-20 annually.

## **7. Quality Standards**

- 7.1. Items must meet the quality standards in accordance with A-AD-265-000/AG001, Canadian Forces Dress Manual which will be provided to successful bidder. Upon receipt of the tailored item, the Site Authority and the customer will conduct inspections to ensure that quality standards are met. The Contractor must make all necessary adjustments as required by the customer or Site Authority if deemed necessary.
- 7.2. The Contractor must ensure alterations and production of garments are done accurately according to measurements provided by DND. The Contractor must provide re-sizing or other adjustments for the customer in accordance with the Canadian Forces Dress Manual within 15 calendar days of receiving the call-up and 56 calendar days for special sized uniform request. If the customer remains unsatisfied, the Contractor must advise the Site Authority who will determine if further adjustments are required.

## **8. Delivery**

All alterations must be done within 15 calendar days of receipt of call-up and all custom tailored items within 56 calendar days of receipt of call-up, with the exception of urgent requirements which require that alterations be done within 24 or 48 hours of receipt of call-up.

## **9. Government Furnished Equipment and Materials**

- 9.1. DND will provide all uniforms, overcoats, raincoats, fabrics, gold nylon rank braid, badges, name tags, flashes, metallic buttons, slip-ons and armllets as required.
- 9.2. DND will provide all measurements, patterns and cut-outs.
- 9.3. DND will provide shell and lining materials for custom tailored items detailed in section 4.7.
- 9.4. DND will provide A-AD-265-000/AG001, Canadian Forces Dress Manual and all DSSPM specifications will be provided to successful bidder

## **10. Location of the Clothing Store**

National Printing Bureau  
45 Sacré-Coeur Boulevard,  
Gatineau, Quebec, J8X 1C6







**ANNEX B**

**BASIS OF PAYMENT**

**1. PERIOD OF THE STANDING OFFER**

1.1 **Initial Period of the Standing Offer:** from the date of Award to three years later (exact dates to be specified in the resulting Standing Offer).

1.2 **Option Period 1:** from the end of the Initial Period of the Standing Offer to one year later (exact dates to be specified in the resulting Standing Offer).

1.3 **Option Period 2:** from the end of Option Period 1 to one year later (exact dates to be specified in the resulting Standing Offer).

1.4 **Option Period 3:** from the end of Option Period 2 to one year later (exact dates to be specified in the resulting Standing Offer).

**1. Labour**

2.1 During the Initial Period of the Standing Offer and Option Periods of the Standing Offer, if exercised, the Offeror will be paid all inclusive firm fixed prices as follows (exact dates to be specified in resulting Standing Offer):

<b>Service Dress Coat or Jacket (Male/Female, Winter/Summer)</b>					
Item	Description	Firm Price/Unit			
		Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Shorten or Lengthen Sleeves	\$	\$	\$	\$
2	Take-in or Let-out Sides	\$	\$	\$	\$
3	Enlarge Armholes	\$	\$	\$	\$
4	Lower Collar	\$	\$	\$	\$
5	Shorten Collar	\$	\$	\$	\$
6	Shorten Jacket	\$	\$	\$	\$
7	Shoulder (add pads or lower)	\$	\$	\$	\$
<b>Service Dress Trousers (Male/Female including maternity, Winter/Summer)</b>					
Item	Description	Firm Price/Unit			
		Initial Period of the Standing Offer (from	Option Year 1 (from the end of the Initial Period	Option Year 2 (from the end of	Option Year 3 (from the end of



		date of Award to three years later)	of the Standing Offer to one year later)	Option Period 1 to one year later)	Option Period 2 to one year later)
1	Shorten or Lengthen	\$	\$	\$	\$
2	Take-in or Let-out Waist	\$	\$	\$	\$
3	Breech	\$	\$	\$	\$
<b>Service Dress Shirt (Male/Female including maternity shirts)</b>					
		Firm Price/Unit			
Item	Description	Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Take-in or Let-out Sides	\$	\$	\$	\$
2	Cuffs	\$	\$	\$	\$
<b>Service Dress Raincoat</b>					
		Firm Price/Unit			
Item	Description	Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Sleeves – Shorten or Lengthen	\$	\$	\$	\$
2	Body – Shorten or Lengthen	\$	\$	\$	\$
<b>Service Dress Skirt</b>					
		Firm Price/Unit			
Item	Description	Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Take-in or Let-out	\$	\$	\$	\$
2	Hem - Lengthen or Shorten	\$	\$	\$	\$
3	Zipper – Repair or Replace	\$	\$	\$	\$
4	Waistband – Raise or Lower	\$	\$	\$	\$



<b>Service Dress Uniform</b>					
Item	Description	Firm Price/Unit			
		Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Sew on button	\$	\$	\$	\$
2	Sew on CANADA badges (2 per garment)	\$	\$	\$	\$
3	Sew on RANK insignia (2 per garment)	\$	\$	\$	\$
4	Sew on Specialist badges	\$	\$	\$	\$
5	Sew on Sr. Officer Gorget Patches	\$	\$	\$	\$
6	Sew on Qualification badges (1 per garment)	\$	\$	\$	\$
7	Sew on TRADE badge (1 per garment)	\$	\$	\$	\$
8	Sew on TRADE badge lapel (2 per garment)	\$	\$	\$	\$
9	Sew on Officer braid (2 per garment)	\$	\$	\$	\$
10	Sew on Naval Curl braid (2 per garment)	\$	\$	\$	\$
<b>Combats/Naval Combat Dress</b>					
Item	Description	Firm Price/Unit			
		Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Sew on button	\$	\$	\$	\$
2	Sew on CANADA badges (2 per garment)	\$	\$	\$	\$
3	Sew on RANK insignia (2 per garment)	\$	\$	\$	\$
4	Sew on Name Tape (1 per garment)	\$	\$	\$	\$
<b>Shirt (Service Dress/Naval Combat Dress)</b>					
Item	Description	Firm Price/Unit			



		Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Sew on button	\$	\$	\$	\$
2	Sew on TRADE badge (Navy)	\$	\$	\$	\$
3	Sew on CANADA badges (Navy)	\$	\$	\$	\$
<b>Headdress</b>					
		Firm Price/Unit			
Item	Description	Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Sew on Trade badge on beret or wedge	\$	\$	\$	\$
2	Sew on Trade badge on Naval cap	\$	\$	\$	\$
3	Sew on Officer braid on Naval cap	\$	\$	\$	\$
<b>Removal of Badges</b>					
		Firm Price/Unit			
Item	Description	Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Removal of badges	\$	\$	\$	\$
2	Removal of Officer rank braid	\$	\$	\$	\$
<b>Slip-Ons</b>					
		Firm Price/Unit			
Item	Description	Initial Period of the Standing Offer (from date of Award to	Option Year 1 (from the end of the Initial Period of the Standing	Option Year 2 (from the end of Option Period 1 to	Option Year 3 (from the end of Option Period 2 to



		three years later)	Offer to one year later)	one year later)	one year later)
1	DEU slip-ons	\$	\$	\$	\$
2	CADPAT slip-ons	\$	\$	\$	\$
3	Naval Curl slip-ons	\$	\$	\$	\$
<b>Custom Tailoring Items</b>					
Item	Description	Firm Price/Unit			
		Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
1	Slacks, female, flat front	\$	\$	\$	\$
2	Slacks, female, pleated front	\$	\$	\$	\$
3	Skirt, female	\$	\$	\$	\$
4	Trousers, male, flat front	\$	\$	\$	\$
5	Tunic, male/female, double breasted	\$	\$	\$	\$
7	Tunic, male/female, single breasted	\$	\$	\$	\$

<b>For Evaluation Purposes Only – cumulative sub-totals based on Qty 1 of each line item</b>	Initial Period of the Standing Offer (from date of Award to three years later)	Option Year 1 (from the end of the Initial Period of the Standing Offer to one year later)	Option Year 2 (from the end of Option Period 1 to one year later)	Option Year 3 (from the end of Option Period 2 to one year later)
	\$	\$	\$	\$

<b>Total Evaluated Price (sum of all sub-totals)</b>	<b>\$</b>
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