



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving

PWGSC

33 City Centre Drive

Suite 480C

Mississauga

Ontario

L5B 2N5

Bid Fax: (905) 615-2095

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Hardware Supplies - Ontario Region		
Solicitation No. - N° de l'invitation E6TOR-15RM10/A		Date 2015-12-13
Client Reference No. - N° de référence du client E6TOR-15RM10		Amendment No. - N° modif. 001
File No. - N° de dossier TOR-5-38113 (031)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-031-6956		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2015-11-06
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-21		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Schmidt, Jeff		Buyer Id - Id de l'acheteur tor031
Telephone No. - N° de téléphone (905) 615-2058 ()		FAX No. - N° de FAX (905) 615-2060
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

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Amendment 001 has been issued to answer bidder questions and delete and replace the entire Request for Standing Offer (RFSO).

Q1: Can part numbers and finishes be provided for the following items:

Item 6, Hinge, butt, screen door, Mallory #400;
Item 7, Butt hinge, loose pin 3" x 3";
Item 8, butts, loose pin 3" x 3".

R1: Part numbers or finishes cannot be provided for these item. Bidders are encouraged to source their products from any manufacturer that provides the same description and incorporate all finishes into their Firm Unit Price for each item.

Q2: For item 9, Butts, ½" x 4" Hager, can a part number and finish be provided?

R2: The part number is BB129 five knuckle hinge, finish is 26D, 652 Plated Steel.

Q3: In Annex B, Basis of Payment, Section A-1, you have requested manufacturer's discounts however, some of these manufactures have multiple discounts. An example is under Schlage there are several different discounts from the manufacture depending on the product requested.

R3: Due to the numerous discounts available for each manufacturer, Section A-1 has been removed from the Request for Proposal and resulting Standing Offer.

Changes to the solicitation:

DELETE AND REPLACE THE ENTIRE REQUEST FOR STANDING OFFER

To assist offerors, the following sections include some of the changes from the original RFSO:

PART 1, Article 1.2 Summary
PART 6, 6.4.1 Period of the Standing Offer
PART 6, 6.9 Limitation of Call-ups
ANNEX B, Items 9, 10 and 11
ANNEX D, 1.2 Financial Evaluation

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, 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, Evaluation and any other annexes

1.2 Summary

This Request for Standing Offer is for the provision of a variety of hardware supplies to Federal Government and Agencies in the Ontario Region (excluding the National Capitol Region) but primarily used by the Department of National Defence and federal government departments in the areas of Borden, Kingston, Petawawa, Greater Toronto Area (GTA), North Bay and Trenton. Goods are to be supplied as and when requested in accordance with the terms and conditions set out herein during the contract period from 1 January 2016 to 31 December 2016.

The anticipated annual usage of each area is:

Borden and surrounding area \$300,000.00
Kingston and surrounding area \$45,000.00
*Petawawa and surrounding area \$148,000.00
GTA and surrounding area \$50,000.00
Trenton and surrounding area \$5,000.00
North Bay and surrounding area \$5,000.00

One Standing Offer will be awarded for each area identified above except Petawawa.

*Two Standing Offers will be awarded for the Petawawa area. The total estimated expenditure will be split proportionally between the first (\$88,800.00) and second (\$59,200.00) ranked offers.

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Federal Government Department and Agencies outside of the areas identified may also use the resulting standing offers.

Resultant Standing Offer holders must make every reasonable effort to prepare themselves to immediately supply product upon award of a Standing Offer.

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](#) (2015-09-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 90 days

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 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.

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with 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 _____

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- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

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

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

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

See Annex "D", Evaluation Criteria

4.1.2 Financial Evaluation

See Annex "D", Evaluation Criteria

4.2 Basis of Selection

See Annex "D", Evaluation Criteria

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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. 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 monthly basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than the 15th day of every month.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 January 2016 to 31 December 2016.

6.4.2 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 1-year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jeff Schmidt
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 33 City Centre Dr, Suite 480C
Mississauga, ON L5B 2N5

Telephone: 905-615-2058
Facsimile: 905-615-2060
E-mail address: jeff.schmidt@pwgsc.gc.ca

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

6.5.2 Project Authority

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

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

6.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.6 Identified Users

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

6.7 Call-up Procedures

The Call-up Procedures only apply to the Petawawa Area where more than one standing offer has been issued.

a) \$5,000.00 (GST/HST included) or less - Proportional Basis:

Call-ups are issued in accordance with the proportional percentage of business volume assigned to the Offerors. The highest ranked Standing Offeror will receive 60% of the total value of the Standing Offer. The second highest ranked Standing Offeror will receive 40% of the total value of the Standing Offer. For requirements estimated at \$5,000.00 (GST/HST included) or less, the authorized call-up authority shall approach the offeror whose Total Call-Up Value is farthest from the assigned estimated business volume they should have received in accordance with the proportional breakdown of business volume. Authorized call-up authority may contact the Standing Offer Authority to confirm the latest business volume for both Offerors. Standing Offer Authority will monitor the proportional breakdown using monthly reports submitted by the Offerors.

b) Urgent Call-up requirement valued at \$5,000.00 (GST/HST included) or less:

Urgent call-up requirements are approximately 10% of the total value of the Standing Offer for Petawawa and surrounding area.

The Offeror's delivery response time is indicated in Annex A.

If more than one Offeror can meet the 24 hour delivery response time, the authorized call-up authority shall approach the offeror whose Total Call-Up Value is farthest from their assigned estimated business volume in accordance with the proportional breakdown of business volume. Authorized call-up authority may contact the Standing Offer Authority to confirm the latest business volume for both Offerors.

If only one Offeror can meet the 24 hour delivery response time, the authorized call-up authority shall approach the Offeror who can meet the 24 hour delivery response time.

c) Above \$5,000.00 (GST/HST included) to \$30,000.00 (GST/HST included)

For requirements estimated above \$5,000.00 to \$30,000.00 (GST/HST included), the authorized call-up authority must issue a Request for Quotation (RFQ) to both standing offer holders for the Petawawa area. The price quoted by the Offeror must not be greater than the ceiling prices shown at Annex "B" of the Standing Offer. The lowest priced quote as a result of this process will be recommended for award of the call-up.

d) Urgent Call-up requirement valued above \$5,000.00 (GST/HST included) to \$30,000.00 (GST/HST included):

Urgent call-up requirements are approximately 10% of the total value of the Standing Offer for Petawawa and surrounding area.

The Offeror's delivery response time is indicated in Annex A.

If both Offerors can meet the 24 hour delivery response time, the authorized call-up authority must issue a RFQ to both standing offer holders for the Petawawa area. The price quoted by the Offeror must not be greater than the ceiling prices shown at Annex "B" of the Standing Offer. The lowest priced quote as a result of this process will be recommended for award of the call-up.

If only one Offeror can meet the 24 hour delivery response time, the authorized call-up authority shall approach the Offeror who can meet the 24 hour delivery response time.

6.8 Call-up Instrument

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

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$75,000.00 (Applicable Taxes included).

Any Call-up exceeding the above noted limit must be forwarded to the Standing Offer Authority for approval and issuance.

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2015-09-03), General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Quarterly Usage Reporting Form;
- h) the Offeror's offer dated _____.

6.11 Certifications

6.11.1 Compliance

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

6.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.3 Term of Contract

6.3.1 Delivery Date

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

Delivery response time required is detailed in Annex A, Requirement.

6.4 Payment

6.4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.4.2 Limitation of Price

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

6.4.3 Single Payment

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

6.4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6.5 Invoicing Instructions

6.5.1 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.

6.5.2 Invoices must be distributed as follows:

One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

6.6 Insurance

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

ANNEX A

REQUIREMENT

1. Requirement

- 1.1 Public Works and Government Services Canada (PWGSC) is establishing Regional Master Standing Offers (RMSOs) for the provision of a variety of hardware items. This method of supply is for use by federal government departments and agencies in the Ontario Region, excluding the National Capital Region, on a "as and when requested" basis.
.
- 1.2 It is anticipated that the major users will be the Department of National Defence in the areas of *area(s) will be inserted at time of award of Standing Offer.*
- 1.3 Federal government departments and agencies in the Ontario Region outside the areas identified above may also use this standing offer, where delivery outside the areas identified is provided by the Offeror. Please see Annex B, Basis of Payment for more detail.
- 1.4 Annex B is a list of items that may be purchased under the Standing Offer(s). The list is not all inclusive, and items of a similar nature not listed herein may be ordered against the Standing Offer(s). The Standing Offer(s) is (are) not to be used in lieu of other existing Master Standing Offers or Supply Arrangements for tools, paint, lumber and building materials.
- 1.5 Unless approved by the Project Authority, substitution of items purchased is not acceptable and will not be permitted.
- 1.6 The Offeror must provide copies of current price lists and subsequent amendments to the Project Authority and consignee upon request.

2. Offeror Response Time

- 2.1 Delivery Response Time: *will be inserted at time of award of Standing Offer.*

3. Delivery Instruction

- 3.1 Packaging and shipping is to be in accordance with the industry standard for the applicable items in order to ensure their safe arrival at destination, unless otherwise identified in the call-up document. All items shall remain the responsibility of the Offeror until delivered and accepted by the Project Authority. Costs associated with damage in transit to the destination will be borne by the Offeror.
- 3.2 Each call-up is a separate contract and the shipment of deliverables for each call-up must be packaged separately.
- 3.3 All deliveries will be accepted by the Identified Users during the time of 7:30AM to 11:30AM and 12:30PM to 3:30PM, Monday to Friday excluding Statutory holidays, unless otherwise directed by the Project Authority at the time of call-up.

4. Packing Slips

- 4.1 A packing slip indicating the Standing Offer number, the call-up number(s), the shipping date, quantity(ies), unit(s) and part number of deliverables must be included with each shipment.

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*At least one of the Standing Offers for Petawawa will be awarded to an Offeror that can meet the 24 hour delivery response time identified above.

ANNEX B

BASIS OF PAYMENT

This applies to the Standing Offer(s) for each respective areas: Borden and surrounding area, Kingston and surrounding area, Petawawa and surrounding area, Trenton and surrounding area and GTA and surrounding area.

For the Period of: _____ to _____ *(to be inserted at Standing Offer Award)*

1. Call-ups by Users in "area(s) and surrounding area" Identified for Service in the SO: Offeror(s) will be paid in Canadian dollars, firm unit and/or lot price(s), GST and HST extra, Customs duties and Excise taxes included, FOB Destination, **including delivery charges**.
2. The unit prices offered below are ceiling prices, subject to downward adjustment only, for the Standing Offer period.
3. Minimum order for delivery is \$50.00. For delivery purposes, an order can consist of delivery(ies) for one or multiple call-up contracts.
4. For items listed in Section A-1, discounts must be taken from Manufacturer's Suggested Retail Price List.
5. The Standing Offer holder(s) will only be allowed to modify the Manufacturer Suggested Retail Price (MSRP) lists on a yearly basis. The Standing Offer holder(s) will provide a copy of the MSRP Price list to the Contact Authority for verification and acceptance. The percentage discount is to remain unchanged for the entire period of the Standing Offer, including the exercised option period. Standing Offer holders must use the most current MSRP list at the time of the modification.
6. Special Offers - In addition to the ceiling prices, special offerings due to year end or surplus manufacturing runs, special job lots, sales, etc. are to be made available as they occur if of lesser cost than under this Annex B.

Invoicing

1. Each invoice must show the discount amount as a separate line item. A sentence on the invoice stating the discount has been included in the unit price is NOT acceptable.
2. The Offeror must invoice separately for each call-up delivered/completed, unless otherwise requested by the Project Authority.
3. If the Project Authority requests consolidated invoicing, the Contractor must submit consolidated invoices that cover all call-ups that have been delivered/completed for that Project Authority during the month prior to the date of the invoice.
4. Any request from a Project Authority for consolidated invoicing must be in writing and must be signed by an authorized representative of that Identified User.

List of Items

Note: Upon issuance of the Standing offer, text that is italicized will be deleted.

AREA(s) and surrounding area: _____

Item	Description	Estimated Usages	Firm Period Ceiling price, FOB Destination, all delivery charges INCLUDED.	Extended Price
A	Builders/Architectural Hardware			
1	Door Pull, Stanley 479 32-1920 SCREEN PULL 4 7/8" C2G	150 ea	\$	\$
2	Door Pull, Stanley 482#3 6 1/2" C2GY4 81-0560 DOOR PULL	240 ea	\$	\$
3	Corner Brace - Stanley 997 x 1"	1000 ea	\$	\$
4	Corner Brace - Stanley 997 3" X 3/4" PLAIN STEEL	400 ea	\$	\$
5	Strap Hinge, Heavy Duty, 4" Stanley 209	40 pr	\$	\$
6	Hinge, Butt, Screen Door, Mallory #400, all finishes	500 pr	\$	\$
7	Hinge Butt, Loose Pin, 3" x 3", all finishes	150 pr	\$	\$
8	Butts, Loose pin, 3" x 3", all finishes	1000 pr	\$	\$
9	Butts, 4" x 4" Hanger, BB129 five knuckle hinge, finish is 26D, 652 Plated Steel	250 pr	\$	\$
10	Butts, 4" x 4.5" Hanger, BB129 five knuckle hinge, finish is 26D, 652 Plated Steel	250 pr	\$	\$
11	Butts, 4.5" x 4.5" Hanger, BB129 five knuckle hinge, finish is 26D, 652 Plated Steel	250 pr	\$	\$
12	Hasp, 3 1/2", Stanley	300 ea	\$	\$
13	Hasp, 4 1/2" Stanley	250 ea	\$	\$
14	Hasp, 4 1/2" Stanley	1750 ea	\$	\$
15	Dorex 179 C32D 454 Hinges, BB 4 1/2 x 4 NRP Stainless	100 pr	\$	\$
16	Threshold Plate, 2" x 5" x 12", Crowder CT-21-5A	100 ea	\$	\$
17	Door Sweep, 36" Crowder W11	700 ea	\$	\$
18	Door Sweep, 36" Crowder W24S	150 ea	\$	\$
19	Door Closer, LCN 4040, Reg AL	150 ea	\$	\$
20	Door Closer, LCN 1461FP	300 ea	\$	\$
21	Door Closer, Yale 1902/4	50 ea	\$	\$
22	Lockset, Schlage A53PD, Orbitt 626 Y7703 Strike Kiklock	300 ea	\$	\$
23	Lockset, Schlage A53PD, Ply 626 Y7703 Strike Kiklock	150 ea	\$	\$
24	Schlage heavy duty passage set, A series 626	200 ea	\$	\$
25	Schlage, Deadbolt #BC160P-626	50 ea	\$	\$
26	Weiser passage set - Beverly 2 3/4'	300 ea	\$	\$
27	Weiser GD9471 x 26 D Deadbolts	100 ea	\$	\$

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28	Weiser WA101F x 26 D Passage set	100 ea	\$	\$
29	Padlock, combination Dudley RP3	350 ea	\$	\$
30	Padlock, Masterlock 3KA 0464 LAM	1350 ea	\$	\$
31	Padlock, Masterlock, MST150D KD	1000 ea	\$	\$
32	Abus Padlocks 85/50 KD	500 ea	\$	\$
33	Kick down door holders	5000 ea	\$	\$
34	Door jam bumpers	250 ea	\$	\$
35	Hold Open Arm LCN 4040-3049 #689 Alum. Fin	100 ea	\$	\$
36	Dome High Profile Door Stop, #CBH110 x C26	250 ea	\$	\$
37	Dome Low Profile Door Stop # CBH100 x C26	250 ea	\$	\$
38	By-Pass Track & hangers C600	200 ea	\$	\$
39	Stanley 6" zinc plated (2C) chain bolt.	100 ea	\$	\$
B	Abrasives & Miscellaneous Items	Estimated Usages	Ceiling price, FOB Destination, all delivery charges INCLUDED.	Extended Price
	Sandpaper, 4 1/2 x 5 1/2 5/pkg			
40	#80 Grit, palm sander	150 pkg	\$	\$
41	#100 Grit, palm sander	150 pkg	\$	\$
42	#150 Grit, palm sander	150 pkg	\$	\$
43	#180 Grit, palm sander	150 pkg	\$	\$
44	Emery Cloth, Medium, 9" x 11" sheets	150 pkg	\$	\$
45	Emery Cloth, Crocus, 9" x 11" sheets	150 pkg	\$	\$
46	Hose 3/4" x 50 ft., Commercial duty reinforced rubber hose, withstand water temperature up to 80 degree C, remain flexible in weather temperature down to -35 degree C, 600 PSI burst strength. Black rubber cover. Machined brass couplings on both ends. Garden hose thread.	300 ea	\$	\$
47	Stepladder, aluminum, 4 ft, heavy duty, CSA Grade 1A	100 ea	\$	\$
48	Step ladder, aluminum, 6 ft, heavy duty, CSA Grade 1A	50 ea	\$	\$
49	Step ladder, aluminum, 8 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
50	Step ladder, aluminum, 10 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
51	Step ladder, aluminum, 12 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
52	Step ladder, fiber glass, 4 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
53	Step ladder, fiber glass, 6 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
54	Step ladder, fiber glass, 8 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
55	2 step steel rolling ladder, Grade 1A	10 ea	\$	\$
56	5 step "Stop" step ladder c/w Double handrails, Grade 1A	10 ea	\$	\$

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57	Shelf Brackets , 5" x 4"	500 ea	\$	\$
58	Shelf Brackets, 6" x 8"	500 ea	\$	\$
59	Shelf Brackets, 10" x 8 "	500 ea	\$	\$
60	Brass coat hooks, 4"- 5"	500 ea	\$	\$
61	Brass coat hooks, 4"-5", double	500 ea	\$	\$
62	Clothesline, blue vinyl covering, 1000 lb test, 50 ft. roll	200 rl	\$	\$
63	Corn brooms, five sew 100%, corn bristle no fillers	250 ea	\$	\$
B-1	Other miscellaneous items not specified in Section A, A-1 or B must be priced at Retail List Price, current at the time of call-up, regular, seasonal catalogues and/or published price list, Less Discount As Follows (provide as applicable):			
		<i>Estimated Expenditure (for information purposes only)</i>	Firm Percentage Discount	
64	Borden and surrounding area	\$30,000.00	%	
65	Kingston and surrounding area	\$20,000.00	%	
66	Petawawa and surrounding area	\$30,000.00	%	
67	Trenton and surrounding area	\$2,000.00	%	
68	Toronto and surrounding area	\$2,000.00	%	
C	Additional Discounts		Firm Percentage Discount	
	For each call-up exceeding a value of \$_____, the supplier will allow an additional discount of :		%	

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**ANNEX B-1
BASIS OF PAYMENT**

For the Period of: _____ to _____ (to be inserted at Standing Offer Award)

AREA(s) and surrounding area: _____				
Item	Description	Estimated Usages	Firm Period Ceiling price, FOB Destination, all delivery charges INCLUDED.	Extended Price
A	Builders/Architectural Hardware			
1	Door Pull, Stanley 479 32-1920 SCREEN PULL 4 7/8" C2G	150 ea	\$	\$
2	Door Pull, Stanley 482#3 6 1/2" C2GY4 81-0560 DOOR PULL	240 ea	\$	\$
3	Corner Brace - Stanley 997 x 1"	1000 ea	\$	\$
4	Corner Brace - Stanley 997 3" X 3/4" PLAIN STEEL	400 ea	\$	\$
5	Strap Hinge, Heavy Duty, 4" Stanley 209	40 pr	\$	\$
6	Hinge, Butt, Screen Door, Mallory #400, all finishes	500 pr	\$	\$
7	Hinge Butt, Loose Pin, 3" x 3", all finishes	150 pr	\$	\$
8	Butts, Loose pin, 3" x 3", all finishes	1000 pr	\$	\$
9	Butts, 4" x 4" Hanger, BB129 five knuckle hinge, finish is 26D, 652 Plated Steel	250 pr	\$	\$
10	Butts, 4" x 4.5" Hanger, BB129 five knuckle hinge, finish is 26D, 652 Plated Steel	250 pr	\$	\$
11	Butts, 4.5" x 4.5" Hanger, BB129 five knuckle hinge, finish is 26D, 652 Plated Steel	250 pr	\$	\$
12	Hasp, 3 1/2", Stanley	300 ea	\$	\$
13	Hasp, 4 1/2" Stanley	250 ea	\$	\$
14	Hasp, 4 1/2' Stanley	1750 ea	\$	\$
15	Dorex 179 C32D 454 Hinges, BB 4 1/2 x 4 NRP Stainless	100 pr	\$	\$
16	Threshold Plate, 2" x 5" x 12", Crowder CT-21-5A	100 ea	\$	\$
17	Door Sweep, 36" Crowder W11	700 ea	\$	\$
18	Door Sweep, 36" Crowder W24S	150 ea	\$	\$
19	Door Closer, LCN 4040, Reg AL	150 ea	\$	\$
20	Door Closer, LCN 1461FP	300 ea	\$	\$
21	Door Closer, Yale 1902/4	50 ea	\$	\$
22	Lockset, Schlage A53PD, Orbitt 626 Y7703 Strike Kiklock	300 ea	\$	\$
23	Lockset, Schlage A53PD, Ply 626 Y7703 Strike Kiklock	150 ea	\$	\$

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24	Schlage heavy duty passage set, A series 626	200 ea	\$	\$
25	Schlage, Deadbolt #BC160P-626	50 ea	\$	\$
26	Weiser passage set - Beverly 2 3/4'	300 ea	\$	\$
27	Weiser GD9471 x 26 D Deadbolts	100 ea	\$	\$
28	Weiser WA101F x 26 D Passage set	100 ea	\$	\$
29	Padlock, combination Dudley RP3	350 ea	\$	\$
30	Padlock, Masterlock 3KA 0464 LAM	1350 ea	\$	\$
31	Padlock, Masterlock, MST150D KD	1000 ea	\$	\$
32	Abus Padlocks 85/50 KD	500 ea	\$	\$
33	Kick down door holders	5000 ea	\$	\$
34	Door jam bumpers	250 ea	\$	\$
35	Hold Open Arm LCN 4040-3049 #689 Alum. Fin	100 ea	\$	\$
36	Dome High Profile Door Stop, #CBH110 x C26	250 ea	\$	\$
37	Dome Low Profile Door Stop # CBH100 x C26	250 ea	\$	\$
38	By-Pass Track & hangers C600	200 ea	\$	\$
39	Stanley 6" zinc plated (2C) chain bolt.	100 ea	\$	\$
B	Abrasives & Miscellaneous Items	Estimated Usages	Ceiling price, FOB Destination, all delivery charges INCLUDED.	Extended Price
	Sandpaper, 4 1/2 x 5 1/2 5/pkg			
40	#80 Grit, palm sander	150 pkg	\$	\$
41	#100 Grit, palm sander	150 pkg	\$	\$
42	#150 Grit, palm sander	150 pkg	\$	\$
43	#180 Grit, palm sander	150 pkg	\$	\$
44	Emery Cloth, Medium, 9" x 11" sheets	150 pkg	\$	\$
45	Emery Cloth, Crocus, 9" x 11" sheets	150 pkg	\$	\$
46	Hose 3/4" x 50 ft., Commercial duty reinforced rubber hose, withstand water temperature up to 80 degree C, remain flexible in weather temperature down to -35 degree C, 600 PSI burst strength. Black rubber cover. Machined brass couplings on both ends. Garden hose thread.	300 ea	\$	\$
47	Stepladder, aluminum, 4 ft, heavy duty, CSA Grade 1A	100 ea	\$	\$
48	Step ladder, aluminum, 6 ft, heavy duty, CSA Grade 1A	50 ea	\$	\$
49	Step ladder, aluminum, 8 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
50	Step ladder, aluminum, 10 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
51	Step ladder, aluminum, 12 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
52	Step ladder, fiber glass, 4 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
53	Step ladder, fiber glass, 6 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$

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54	Step ladder, fiber glass, 8 ft, heavy duty, CSA Grade 1A	10 ea	\$	\$
55	2 step steel rolling ladder, Grade 1A	10 ea	\$	\$
56	5 step "Stop" step ladder c/w Double handrails, Grade 1A	10 ea	\$	\$
57	Shelf Brackets , 5" x 4"	500 ea	\$	\$
58	Shelf Brackets, 6" x 8"	500 ea	\$	\$
59	Shelf Brackets, 10" x 8 "	500 ea	\$	\$
60	Brass coat hooks, 4"- 5"	500 ea	\$	\$
61	Brass coat hooks, 4"-5", double	500 ea	\$	\$
62	Clothesline, blue vinyl covering, 1000 lb test, 50 ft. roll	200 rl	\$	\$
63	Corn brooms, five sew 100%, corn bristle no fillers	250 ea	\$	\$
B-1	Other miscellaneous items not specified in Section A, A-1 or B must be priced at Retail List Price, current at the time of call-up, regular, seasonal catalogues and/or published price list, Less Discount As Follows (provide as applicable):			
		<i>Estimated Expenditure</i> <i>(for information purposes only)</i>	Firm Percentage Discount	
64	Borden and surrounding area	\$30,000.00	%	
65	Kingston and surrounding area	\$20,000.00	%	
66	Petawawa and surrounding area	\$30,000.00	%	
67	Trenton and surrounding area	\$2,000.00	%	
68	Toronto and surrounding area	\$2,000.00	%	
C	Additional Discounts		Firm Percentage Discount	
	For each call-up exceeding a value of \$_____, the supplier will allow an additional discount of :		%	

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ANNEX C

MONTHLY USAGE REPORTING FORM

Reports must be submitted to the Standing Offer Authority at jeff.schmidt@pwgsc.gc.ca every month, no later than the 15th of each month in accordance with Article 3.2, Standing Offers Reporting, of the Standing Offer. The report must detail the information below. Failure to comply with this request may result in the withdrawal of the Standing Offer.

The reports must include following information:

Standing Offer No. E6TOR-15RM10		Start Date of SO 1 January 2016		End Date of SO 31 December 2016	
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)	
Name of Identified User (Department Name)	Invoice Number	Date of Call-up/ Date of Order	Call-up Number	Total Value of Call-Up (GST/HST Extra)	Delivery Date

ANNEX D

EVALUATION CRITERIA

1. Technical Evaluation

1.1 Mandatory Technical Criteria

- a) Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration. The words “shall”, “must”, “essential”, “will” and “required” in the RFSO are to be interpreted as mandatory requirements.
- b) At RFSO closing date and time, the Offeror must:
 - Comply with the following Mandatory Requirements; and
 - Provide the necessary documentation to support compliance.
- i. The Offeror must submit Appendix 1 of Annex D with their offer and indicate the Area(s) for which they are submitting an offer;
- ii. The Offeror must provide pricing in accordance with Annex B. Offeror's must submit prices for all items numbered 1-63 listed in Annex B to be considered;

1.2 Financial Evaluation

1.2.1 Offers for each Area, as indicated in the Appendix 1 of Annex D, will be evaluated separately;

1.2.2 SACC Manual Clause M0220T (2013-04-25), Evaluation of Price;

1.2.3 The Total Evaluated Price will be:

The Extended Prices of items numbered 1-63 listed in Annex B, Basis of Payment for the Firm and Optional Periods. The Extended Prices will be calculated by multiplying the Estimated Usages by the Ceiling Prices;

The estimated quantities and estimated expenditures are for evaluation purposes only. When submitting prices the Offeror should keep in mind the anticipated annual usage for each area given at Part 1, Article 2 of the RFSO.

1.2.4 Items 64-68 are area specific. Offerors should provide discount pricing for Annex “B” Section B-1 if applicable however; Section B-1 will NOT be included in the financial evaluation.

1.2.5 The Offeror should submit a separate Annex B for each area for which they are submitting an offer OR if the prices are the same they may indicate the Areas covered by the Annex B.

2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. For all Areas except Petawawa, the responsive offer with the lowest evaluated price of each area will be recommended for issuance of a standing offer for each respective area.

2.2 Two standing offers will be awarded to the Petawawa area. The responsive offer with the lowest evaluated price will be considered the highest ranked. The responsive offer with the next lowest

evaluated price, subject to the condition at 2.3 below, will be considered the second ranked.

- 2.3** At least one of the Standing Offers for the Petawawa area will be awarded to an Offeror that can meet the 24 hour delivery response time identified at Appendix 1 of Annex A.

If neither of the two lowest-priced responsive Offers indicate that they can meet the 24 hour delivery response time, Canada will remove the Offeror that ranked second and issue the second standing offer to the next ranked responsive Offeror who indicated the capability to meet the 24 hour delivery response time.

Appendix 1 of Annex D

The Offeror must indicate which "area(s) and surrounding area" they will service.

The Offeror should indicate the delivery response time they can meet from time of order for urgent, regular stocked items and non-stocked items.

If the Offeror does not specify delivery response time, it is understood and agreed that the Offeror will meet the delivery time required as detailed below.

Items requested in an Urgent call-up must be delivered to the destination indicated in the call-up document within 24 hours from the receipt of the call-up. Urgency is dictated by the operational requirement of the client.

If the offeror is unable to meet the 24 hours delivery time required for urgent call-ups, the offeror should indicate the alternative delivery time proposed under the Alternate Delivery Offered column.

Area and surrounding area	Will Service	Will Not Service	Delivery Response Time Required from the receipt of a call-up document	Can Meet	Alternate Delivery Offered
Borden and surrounding area			Urgent - 24 hours		
			Regular Stocked items - 2 calendar days		
			Non Stocked Items - 1 to 8 weeks		
Kingston and surrounding area			Urgent - 24 hours		
			Regular Stocked items - 2 calendar days		
			Non Stocked Items - 1 to 8 weeks		
*Petawawa and surrounding Area			Urgent - 24 hours		
			Regular Stocked items - 2 calendar days		
			Non Stocked Items - 1 to 8 weeks		
Trenton and surrounding Area			Urgent - 24 hours		
			Regular Stocked items - 2 calendar days		
			Non Stocked Items - 1 to 8 weeks		
GTA and surrounding area			Urgent - 24 hours		
			Regular Stocked items - 2 calendar days		
			Non Stocked Items - 1 to 8 weeks		