

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3**

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

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

Comments - Commentaires

“This procurement has been set aside under the federal government’s Procurement Strategy for Aboriginal Business (PSAB). In order to be considered, a supplier must certify that it qualifies as an Aboriginal business as defined under PSAB and that it will

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/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

Title - Sujet Janitorial Supplies	
Solicitation No. - N° de l'invitation EW478-162314/A	Date 2016-01-27
Client Reference No. - N° de référence du client EW478-162314	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-127-6423
File No. - N° de dossier CAL-5-38124 (127)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-12	Time Zone Fuseau horaire Mountain Standard Time MST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Denadi, Gilles	Buyer Id - Id de l'acheteur cal135
Telephone No. - N° de téléphone (403)612-9648 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA STE 1650 635-8TH AVE S.W. CALGARY Alberta T2P3M3 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

1.1	INTRODUCTION.....	2
1.2	SUMMARY	2
1.3	DEBRIEFINGS	3
PART 2 - OFFEROR INSTRUCTIONS		3
2.1	STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	3
2.2	SUBMISSION OF OFFERS	3
2.3	ENQUIRIES - REQUEST FOR STANDING OFFERS	3
2.4	APPLICABLE LAWS.....	4
PART 3 - OFFER PREPARATION INSTRUCTIONS		4
3.1.	OFFER PREPARATION INSTRUCTIONS.....	4
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION		6
4.1	EVALUATION PROCEDURES.....	6
4.2	BASIS OF SELECTION	6
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION		6
5.1	CERTIFICATIONS REQUIRED WITH THE OFFER	7
5.2	CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION8	
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES		9
A. STANDING OFFER.....		9
6.1	OFFER.....	9
6.2	STANDARD CLAUSES AND CONDITIONS.....	9
6.3	TERM OF STANDING OFFER	10
6.4	AUTHORITIES	10
6.5	IDENTIFIED USERS.....	11
6.6	CALL-UP INSTRUMENT	11
6.7	LIMITATION OF CALL-UPS	11
6.8	PRIORITY OF DOCUMENTS	11
6.9	CERTIFICATIONS	12
6.10	APPLICABLE LAWS.....	12
B. RESULTING CONTRACT CLAUSES.....		12
6.1	REQUIREMENT	12
6.2	STANDARD CLAUSES AND CONDITIONS.....	12
6.3	TERM OF CONTRACT	12
6.4	PAYMENT	12
6.5	INVOICING INSTRUCTIONS	13
6.6	INSURANCE	13
6.7	SACC MANUAL CLAUSES	13
ANNEX "A"		14
	REQUIREMENT	14
ANNEX "B".....		25
	BASIS OF PAYMENT	25

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 | 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, and the Standing Offer Usage Report.

1.2 Summary

- 1.2.1 For the supply, delivery, and offloading of Janitorial Supplies as requested, when called-up by Correctional Services Canada (CSC) and Parks Canada Agency (PCA), within the Provinces of Alberta, Manitoba, and Saskatchewan.
- 1.2.2 The period of the Standing Offer will be one (01) year from the date of issuance, with two one (1) option years' period (dates to be determined).
- 1.2.3 All products must be delivered to the specified address within seven (7) calendar days of receipt of a call-up.
- 1.2.4 As per the Integrity Provisions under section 01 of Standard Instructions 2006, offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.
- 1.2.5 The requirement is subject to the provisions and the Agreement on Internal Trade (AIT).

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

1.2.6 This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4 of the *Supply Manual*."

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>) 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.

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

Delete: 60 days

Insert: 120 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.

Once your offer has been submitted as per the Offer Preparation Instructions under Part 3, a copy of the Basis of Payment (Excel file) should be sent, by e-mail, to the following address:

WST.PA-CAL@pwgsc-tpsgc.gc.ca

Only an Excel file should be submitted for the Basis of Payment and no later than the bid closing date.

Bidder must also indicate their company name, the solicitation number, and the zone they are bidding for on the spreadsheet.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 Alberta.

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 (one hard copy)

Section II: Financial Offer - one hard copy of the Excel spreadsheet to be submitted with bid, and one soft copy, Excel file, by e-mail, to the following address: WST.PA-CAL@pwgsc-tpsgc.gc.ca

Section III: Certifications (one hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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>). 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.

At Annex - Requirement, bidders are to indicate the products they are offering and cross-reference to page in the Published Price lists/ Catalogue.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

Annex B - Basis of Payment (Excel File)

The Offerors will complete the List of products using the Excel file and ensure that it has been properly filled out and contains all required information.

That list, once printed, **will be submitted** as a hard (paper) copy with the other required documents, by facsimile or mail by the date, time and place indicated on page 1 of the Request for Standing Offers. In addition, a soft (electronic) copy to be sent by e-mail to: WST.PA-CAL@pwgsc-tpsgc.gc.ca

3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____ Master Card _____

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Price Lists

Offerors must provide the price lists/book for the week of March 11, 2016.

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. declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Financial Evaluation

The Total Bid Price will be calculated in the following method:

- (a) For each year, the unit price quoted for each line item will be multiplied by the estimated quantity and summed to obtain the extended price per line item.
- (b) The extended prices for each line item will be summed to arrive at the total price for each year (A, B, and C)
- (c) The total price for each year will be aggregated (A+B+C).

The Discount provided at Annex B (A.), will be applied to the total offered price.

The estimated quantities listed at Annex "B" are for evaluation purposes only and will not form part of any resulting Standing Offer.

Bidders may provide pricing for 1 zone, 2 zones or all 3 zones.

A Maximum of three (3) standing offers may be issued as a result of this RMSO.

The lowest offeror for each zone will be recommended for issuance of a Standing Offer.

If one offer is the lowest for all zones, only one (1) Standing Offer will be issued.

4.1.2.1 Evaluation of Price

SACC Manual Clause M0222T (2013-04-25), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause M0069T (2007-05-25), Basis of Selection

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>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

5.1.2.1.1 *SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition

5.1.2.2 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4 of the *Supply Manual*.
2. The Offeror:
 - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
 - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
 - i. ☐ The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. ☐ The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Offeror must check the applicable box below:

-
- i. ☐ The Aboriginal business has fewer than six full-time employees.
OR
- ii. ☐ The Aboriginal business has six or more full-time employees.
5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

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" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

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

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

The quarterly reporting periods are defined as follows:

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

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

6.3 Term of Standing Offer

6.3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for one (1) year from the date of issuance.

6.3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two one (1) option years' period (dates to be determined) 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 14 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4 Authorities

6.4.1 Standing Offer Authority

The Standing Offer Authority is:

Gilles Denadi
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Western Region
1650, 635 - 8th Ave SW,
Calgary AB T2P 3M3

Telephone: (403) 612-9648
Facsimile: (403) 292-5786
E-mail address: gilles.denadi@pwgsc-tpsgc.gc.ca

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

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

6.4.2 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.

6.4.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6.5 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: Parks Canada Agency and Correctional Service Canada, various locations in Alberta, Saskatchewan, and Manitoba as detailed at Annex "A".

6.6 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.

6.7 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

6.8 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) the Offeror's offer dated _____ (To be determined).

6.9 Certifications

6.9.1 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.

6.10 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 Alberta.

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.

Section 15 Interest on Overdue Accounts, of 2010A (2015-09-03) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

Delivery must be made within seven (7) calendar days from receipt of a call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as per the call up and in accordance with the Basis of Pricing in Annex "B". Customs duties are *excluded* 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 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.6 Insurance

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

6.7 SACC Manual Clauses

A3000C (2014-11-27), Aboriginal Business Certification

A9068C (2010-01-11), Government Site Regulations

B7500C (2006-06-16), Excess Goods

D0018C (2007-11-30), Delivery and Unloading

D5328C (2014-06-26), Inspection and Acceptance

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

REQUIREMENT

Request for a Regional Master Standing Offer (RMSO) for the supply, delivery, and offloading of Janitorial Supplies as requested, for Correctional Services Canada (CSC) and Parks Canada Agency (PCA), within the Provinces of Alberta, Manitoba, and Saskatchewan, in accordance with the terms and conditions outlined herein.

All products must be delivered to the specified address within seven (7) calendar days of receipt of a call-up.

Offerors are requested to indicate if the items are available in their catalogue and/or on their published price list. If an item is left blank, it will be considered as not for offer. Bidders must provide products that are of the same description, as detailed in the item description of the bid solicitation.

Each Offeror must offer a minimum of 80% of the items listed (**90 out of the 113 line items**). Items which are not offered by all offerors will be eliminated from the evaluation process.

Prices in the Basis of Payment must be without discount.

Minimum Order Requirement

Identified users are not required to issue minimum order quantities, however, offerors have the option to refuse to fill an order that is not within their minimum ordering requirement for delivery. Identified users should make every reasonable effort to issue call-ups within the acceptable parameters of the offeror (s) ordering requirements. Offerors that continuously refuse call-ups after identified users have made reasonable efforts to issue call-ups within acceptable parameters of the offeror (s) requirements, can have the Standing Offer Agreement set-aside for non-compliance.

Solicitation No. - N° de l'invitation
EW478-162314/A
 Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
 File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
 CCC No./N° CCC - FMS No./N° VME

Item No.	Description	Unit of Measure	Ann Est Usage	Offeror to Cross ref. to Page#.	Unit Size(if Different from unit size specified)
1	Auto janitor refills -A 24 hour toilet and urinal deodorizing/cleaning system, battery operated.	Each	60		
2	Bleach, concentration must be between 5.25% and 7% sodium hypochlorite, max bottle size 5.38 litre	Litre	6310		
3	Broom blocks, push, 24"	Each	311		
4	Broom Blocks, push, 36"	Each	152		
5	Broom handle, wooden, thread must be plastic, 54" to 60" length	Each	946		
6	Broom head - MAGNETIC must be constructed of all synthetic material and be shock, distortion and crack resistant; bristles are to be of industry standard length (approx 3 in or 7.5 cm and are to be considered soft; bristle ends are to be beathered or flagged that will create a magnetic quality when swept across the floor; broom head width to between 10" (25 cm) to 11 " (28cm)	Each	780		
7	Broom, Angle, 48"	Each	178		
8	Broom, Corn, 5 string (no metal bands)	Each	788		
9	Broom ; wisk, plasitic ; approx 9"	Each	78		
10	Carpet Cleaner, for use in carpet extractor, 4 litre jug	Each	205		

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

12	Carpet Cleaning -breakdown odor/enzyme concentrate 3.78 ltr jug	Each	200		
13	Carpet Cleaning -defoamer 3.78 ltr jug	Each	50		
14	Carpet Cleaning -extraction rinse concentrate 3.78 ltr jug	Each	125		
15	Cleaner - All Purpose Deodorizing Cleaner, ready to use, clear bottle, max 1 litre	Litre	820		
16	Cleaner - Anti-bacterial all-purpose cleaner; safe for use on all hard surfaces; cleans and sanitizes sinks, drains, floors, counters, to be effective against a variety of bacteria and viruses, as well as mold and mildew; 4Litre	Each	162		
17	Cleaner - dissolvable cleaner - individual .5 ounce size water-soluble packets all purpose cleaner, suitable for use on vinyl, asphalt, ceramic and quarry tiles, terrazzo, marble and concrete as well as painted surfaces, stainless steel and chrome (approx. 100/tub)	Packet	22680		
18	Coveralls, with booties and hood attached, moisture resistant, zippered front, size 2XL	Each	390		
19	Coveralls, with booties and hood attached, moisture resistant, zippered front, size 3XL	Each	328		
20	Coveralls, with booties and hood attached, moisture resistant, zippered front, size 4XL	Each	197		

Solicitation No. - N° de l'invitation
EW478-162314/A
 Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
 File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
 CCC No./N° CCC - FMS No./N° VME

21	Coveralls, with booties and hood attached, moisture resistant, zippered front, size large	Each	150		
22	Coveralls, with booties and hood attached, moisture resistant, zippered front, size XL	Each	268		
23	Dish soap, 20 L pail, transparent color	Each	60		
24	Dish Soap, min 500 ml, max 1 litre	Each	3798		
25	Disinfectant Cleaner/Detergent, liquid, must be fragrance free, (min 900ml - max 4L	Litre	1804		
26	Disinfectant wipes, intermediate level, tub, approximately 160 per tub	Tube	1137		
27	Disinfectant, intermediate level, ready to use, approximately 946 ml bottle	Each	512		
28	Dispenser - Universal Paper Towel Dispenser, ÷ accepting of all standard single fold and roll towels; approx. Size should be: width 26cm (10 1/2"), depth - 17 cm (6 3/4"), height -24 cm (9 1/2"); should be welded 20 to 22 gauge steel construction. Front loading is preferred; if the dispenser is equipped with a cutting blade, it must be removable and not required for single fold paper towel dispensing.	Each	80		
29	Dispenser for foaming skin cleansers; 1 L	Each	10		
30	Dispenser for Hand soap, to be compact design to be wall mounted; to hold 1 litre replacement bags/cartridge	Each	276		

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

32	Dust Mop Frame/Handle, collapsible, 36"	Each	117		
33	Dust Mop Head, washable, microfibre, 24"	Each	226		
34	Dust Mop Head, washable, microfibre, 36"	Each	468		
35	Dustpan with brush, plastic(no metal)	Each	177		
36	Dustpan, with handle, heavy duty plastic (no metal), 4" X 12 1/4" X 12"	Each	445		
37	Floor Buffing Agent, liquid, 4 litre jug or smaller	Each	102		
38	Floor Pads, black, 13"	Each	50		
39	Floor Pads, black, 17"	Each	153		
40	Floor Pads, black, 19"	Each	499		
41	Floor Pads, red, 13"	Each	50		
42	Floor Pads, red, 17"	Each	99		
43	Floor Pads, red, 19"	Each	478		
44	Floor Pads, white, 19"	Each	226		
45	Floor Stripper, mop on, mop off, must be pail or jug Min 3.78 L - Max 18.19 L	Litre	8436		

Solicitation No. - N° de l'invitation
EW478-162314/A
 Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.

 File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
 CCC No./N° CCC - FMS No./N° VME

46	Floor Wax, non-burnishing, mop on, min 10 litre pail or jug	Each	532		
47	Foaming Skin Cleanser 1L cartridge	Each	360		
48	Garbage Bags 48"x52" CLEAR 3 mil min 200 - max 500 per/ case	Each	8244		
49	Garbage bags, 22" X 24", MUST BE CLEAR, min .59 mil strength, min roll size 20 bags/roll, max roll size 100 bags/roll,	Bag	130000		
50	Garbage bags, 22" X 24", green/black, min .59 mil strength, min roll size 20 bags/roll, max roll size 100 bags/roll,	Bag	5000		
51	Garbage bags, 26" X 36", MUST BE CLEAR, min .59 mil strength, min roll size 20 bags/roll, max roll size 100 bags/roll, min 200 - max 500 per/ case	Bag	29750		
52	Garbage bags, 26" X 36", MUST BE CLEAR, HEAVY DUTY min 1.25 mil strength, min roll size 20 bags/roll, max roll size 100 bags/roll, min 200 - max 500 per/ case	Bag	38200		
53	Garbage bags, 26" X 36", MUST BE YELLOW, min .59 mil strength, min roll size 20 bags/roll, max roll size 100 bags/roll, min 200 - max 500 per/ case	Bag	12600		
54	Garbage bags, 30" X 38", MUST BE Red, min 1.25 mil strength, min roll size 20 bags/roll, max roll size 100 bags/roll, min 200 - max 500 per/ case	Bag	75000		
55	Garbage bags, 36" X 50", MUST BE CLEAR, min .59 mil strength, min roll size 20 bags/roll, max roll size 100 bags/roll, min 200 - max 500 per/ case	Bag	706850		

Solicitation No. - N° de l'invitation
EW478-162314/A
 Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
 File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
 CCC No./N° CCC - FMS No./N° VME

56	Garbage bags, 36" X 50", MUST BE CLEAR, min 1.25 strength, min roll size 20 bags/roll, max roll size 100 bags - min 200 - max 500 per/ case	Bag	36600		
57	Garbage bags, 36" X 50", Green/black min 1.25 strength, min roll size 20 bags/roll, max roll size 100 bags - min 200 - max 500 per/ case	Each	1500		
58	Garbage bags, perforated, 20 x 22; clear, min 1.5 mil strength, min 200 - max 500 per/ case	Each	351000		
59	Garbage bags, perforated, 48 x 42 1.5 mil strength, min 200 - max 500 per/ case	Each	500		
60	Garbage bags, perforated, 30 x 38 min 1.5 mil strength, min 200 - max 500 per/ case	Each	50800		
61	Garbage Cans, plastic , 10-20 gallon	Each	194		
62	Glass & Multi-Surface Cleaner Non Ammoniated, 2.5L concentrate, 1:40 dilution	Each	132		
63	Gloves - Synth exam gloves, 100 per box	Each	27500		
64	Gloves, Nitrile, powder free, latex free, disposable, size large min 50/box max 1000/box	Each	48460		
65	Gloves, Nitrile, powder free, latex free, disposable, size med min 50/box max 1000/box	Each	32050		
66	Gloves, Nitrile, powder free, latex free, disposable, size small min 50/box max 1000/box	Each	32000		

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

67	Gloves, Nitrile, powder free, latex free, disposable, size XL min 50/box max 1000/box	Each	42316		
68	Gloves, yellow pebble, latex, size large min 50/box max 1000/box	Each	7669		
69	Gloves, yellow pebble, latex, size XL min 50/box max 1000/box	Each	8822		
70	Goggles, anti-splash, anti-fog	Each	425		
71	Hand sanitizer - pump Instant hand sanitizer dispenser, 5 1/8 x 4dx 10 h, 1000 ml	Each	398		
72	Hand Sanitizer Refills compatible for Purell hand sanitizer dispensing unit approx 1 litre size	Each	276		
73	Hand Soap, 1 litre bag for use with Gojo or similar type dispenser	Each	2460		
74	Hand Soap, 3.78 litre bottle	Each	1815		
75	Mask, surgical	Each	448		
76	Mop - Large, Wet Mop, Looped 24 oz (orange, green, blue)	Each	608		
77	Mop - Wet mop handle, e-z change	Each	48		
78	Mop Bucket and Wringer combo, metal side press, 35 quart	Each	47		
79	Mop Bucket and Wringer combo, no metal, 35 quart	Each	113		

Solicitation No. - N° de l'invitation
EW478-162314/A
 Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.

 File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
 CCC No./N° CCC - FMS No./N° VME

80	Mop Handle, wood, with reinforced plastic head, 60"	Each	294		
81	Mopheads, cotton flat, cut end, 24 oz, 10 to 12 per case	Each	8149		
82	Mopheads, narrow band, launderable synthetic blend, can be used with EZ change or Quick Release mop handles	Each	1712		
83	Mopheads, wax, loop end	Each	274		
84	Neutralizer conditioner, for use on floors, 1 ounce packages	Package	744		
85	Paper Towel - Jumbo roll - 3" Centre 1000'/roll	Each	1800		
86	Paper Towel Rolls, natural colour (not bleached white), 1 ply, 8 inch wide, 205-250 continuous feet, min 30% recycled material, min 24 rolls per case	Roll	75870		
87	Paper Towel Rolls, natural colour (not bleached white), 1 ply, 8 inch wide, a 465ft roll continuous feet, min 30% recycled material, min 12 rolls per case	Roll	416		
88	Paper Towel, single interfold, 9 1/8" X 10 1/4", white or natural, max 250 sheets per package, max 20 packs per case	Package	66403		
89	Scouring Pads, General Purpose 6 " x 9"	Each	9287		
90	Scouring Powder; must be phosphate free; safe to use on hard surfaces such as, but not limited to: porcelain tile, stainless steel, chrome fixtures, Formica counter tops, 400 gram shaker type; plastic dispensing container	Each	17167		

Solicitation No. - N° de l'invitation
EW478-162314/A
 Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
 File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
 CCC No./N° CCC - FMS No./N° VME

91	Scouring Sponges; Combination cellulose sponge and green pad, medium duty, 3 1/2" x 6 1/4" x 3/4"	Each	8200		
92	Scrub brush, acid resistant, stiff bristle, for use with threaded broom handle	Each	444		
93	Shower cleaner concentrate 1:40 3.78 to 5.68 ltr jug	Litre	200		
94	Spray bottle, WHMIS, 20 to 24 oz	Each	3802		
95	Spray trigger, chemical resistant, for use with 20 to 24 oz spray bottle	Each	3532		
96	Squeegee, conventional floor , 36", with handle	Each	159		
97	Tapered, wood handle 60"	Each	104		
98	Toilet bowl cleaner - mild acid-based daily cleaner for porcelain and tiles	Each	177		
99	Toilet bowl cleaner (900ml-1 litre)	Each	468		
100	Toilet Bowl Swab, no metal, flexible handle	Each	1350		
101	Toilet brush - Turks Head; 17" (L); polypropylene bristles shaped to simultaneously clean under rim and side of bowl	Each	424		
102	Urinal pucks with screen, must be non-paradichlorobenzene	Each	1311		
103	Wax Paper Sanitary Receptacle Bag- (50pkg 205cs) 9.15" x 3.75" x 9.8	Case	27		

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.

File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

104	Wet Floor signs	Each	32		
105	Window Cleaner, non-ammonia, spray bottle, min 500 ml	MI	543000		
106	Yellow cellulose sponges 3"x6"	Each	1100		
107	Jumbo toilet paper	Case	250		
108	Brown paper towel	Case	200		
109	Garbage Bag 30X38 XTSTRG 125/Ca	Case	20		
110	Liquid hand soap	Case	100		
111	Liquid hand sanitizer	Case	20		
112	Liquid chlorine cleaner	Case	35		
113	Liquid Pinosan all-purpose cleaner	Case	50		

ANNEX "B"

BASIS OF PAYMENT

*** Applicable Taxes are to be excluded from the prices quoted herein***

*** Applicable Taxes will be added as a separate item on the invoice, if applicable ***

Prices herein are inclusive firm prices for the provision, supply, deliver, and off-loading of janitorial supplies in accordance to Annex "A" – Requirement, to Correctional Services Canada (CSC) and Parks Canada Agency (PCA).

Bidders may provide pricing for 1 zone, 2 zones or all 3 zones.

Offerors must be able to deliver to all areas in the zone they are bidding on.

A Maximum of three (3) standing offers may be issued as a result of this RMSO.

Delivery will be at the following locations:

Zone1 : Alberta	Zone 2: Manitoba	Zone 3 : Saskatchewan
Bowden, Innisfail	Stony Mountain, HWY #7 N (from Perimeter - 11 km North) R0C 3A0	Okimaw Ohci Healing Lodge, Nakaneet First Nations
Drumheller, Hwy #9 South		Regional Psychiatric Center, Saskatoon
Edmonton Inst. For Women, Edmonton		Saskatchewan Penitentiary, Prince Albert
Edmonton Inst., Edmonton		Willow Cree Healing Lodge, Beardy's and Okemasis Reserve 6 km West of Duck Lake on Highway 212
Grande Cache		
Grierson, Edmonton		
Pê Sâkâstêw Centre, Hobbema; Land Desp - SE 1/4 section; 30 TWP 444 Range Rd 24 - W4		

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

Waterton Lake National Park, Waterton Park		
---	--	--

Year 1: one (1) year from date of Standing Offer issuance.

Option Periods

Year 2: (to be determined)

Year 3: (to be determined)

***Pricing is FOB destination**

Prices for Janitorial Supplies will as listed in your regular, seasonal, or sales catalogues and/or current published price lists, best price column, less a discount of:

i) Zone 1 Alberta: _____ % ; **ii) Zone 2 Manitoba** _____ % ; **ii) Zone 3 Saskatchewan** _____ %

Offerors must provide the price lists/book for the week of March 11, 2016.

The Offeror MUST provide a statement waiving all PRICE DISCLAIMER AND TERMS AND CONDITIONS found in their catalogue (s) as the resulting Standing Offer Terms and Conditions will take precedence.

The Offeror Must indicate , in writing, to PWGSC Contracting Authority, at least thirty (30) days prior to the implementation of a new catalogue, their intent to submit a new catalogue. A hard copy of any new catalogue Must be forwarded to the PWGSC Contracting Authority along with this written notice.
Decreased discounts will NOT be allowed.

B. In addition to the above pricing, special offering due to year end or surplus manufacturing runs, special job lots, sales, etc., to be made available as they occur if of lesser cost than under the above pricing arrangement.

C. Discounts

1) If the Call-up Authority requests an item, which is not specified above, the Standing Offer Holder's price is to be in accordance with their catalogue and/or published price list, less a discount of: _____ %.

2) Special additional discounts for advance ordering - _____ %.

Special Requirements:

1) Delivery should be within seven (7) days from receipt of call-up.

3) If products are for use in penal institutions, all products must be alcohol free.

(See Attached Excel Spreadsheet for Basis of Payment)

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

STANDING OFFER USAGE REPORT

Return to:

WST.PA-CAL@pwgsc-tpsgc.gc.ca

Facsimile: (403) 292-5786

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

SUPPLIER: _____

STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD: ☐ January 1 to March 31

☐ April 1 to June 30

☐ July 1 to September 30

☐ October 1 to December 31

Call-up No.	Description	Value of each call-up (GST included)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Dollar Value Call-ups for this reporting period:		

NIL REPORT: We have not done any business with the federal government for this period ☐

PREPARED BY:
NAME: _____

TELEPHONE NO.: _____

Solicitation No. - N° de l'invitation
EW478-162314/A
Client Ref. No. - N° de réf. du client
EW478-162314

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-5-38124

Buyer ID - Id de l'acheteur
cal135
CCC No./N° CCC - FMS No./N° VME

SIGNATURE: _____

DATE: _____