

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Clothing and Textiles Division / Division des vêtements et des textiles

11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet Tubular Knit and Neck Bands	
Solicitation No. - N° de l'invitation 21C31-163451/A	Date 2016-02-21
Client Reference No. - N° de référence du client 21C31-163451	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PR-737-70353
File No. - N° de dossier pr737.21C31-163451	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-17	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Dusenbury, Debbie	Buyer Id - Id de l'acheteur pr737
Telephone No. - N° de téléphone (819)956-9563 ()	FAX No. - N° de FAX (819)956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

1.2

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Requirement, the Technical Requirement for Items 001-004, the form CSC/SCC 1279 Institutional Access – CPIC Clearance Request, and the Quarterly Report template.

1.2 Summary

1.2.1 CORCAN has a requirement to establish a Regional Individual Standing Offer (RISO) for the following supply of Fabric:

Items 001 and 002: Tubular knit, Jersey. Tubular knit is required in the following colors: Royal blue and White, single knit 20/1, 50% polyester / 50% brushed cotton, 180 g/m² (5.3 oz/yd²); the tube widths must be within +/- 5% of the required measurements; the fabric must meet the Canadian General Standards Board (CGSB) standards specified in Annex "B"; the jersey knit must be dye at the same time as the neck band (collar), and Items 003 and 004 (Neck Band (collar), simple jersey knit): Neck band width: 7.65 cm. (3 inch) of following colors: Royal blue and White ; 1 x 1 rib, 50% cotton / 50% polyester, 180 g/m² (5.3oz/ yd²); the neck band must be packaged in rolls; the fabric must meet the Canadian General Standards Board (CGSB) standards specified in Annex "C"; The collars must be the same colors Royal blue and White as the jersey knit.

The Standing Offer will be valid from the date of issuance of the Standing Offer for a period of 12-months with the possibility to extend for two (2) additional 12-months periods. Deliveries could be to various CORCAN institutions in Drummondville and/or Cowansville and/or Joliette and/or Laval, QC.

Only one (1) RISO may be issued as a result of this RFSO.

1.2.2 "The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)."

1.2.3 The requirement is subject to a preference for Canadian goods and/or services.

No sealed samples available for demonstration purposes.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Financial Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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.

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 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.

2.5 Standards

2.5.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the offer solicitation is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

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 (refer to Section 1 below)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 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.

- 3) **Green Initiatives (for PWGSC information only)**
Offerors are requested to provide details of their policies and practices in relation to the following initiatives:

- environmentally responsible manufacturing;
- environmentally responsible waste disposal;
- waste reduction;
- packaging;
- re-use strategies;
- recycling.

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 (reference pre-award sample, Part 4, Evaluation Procedures, 1.1.1 Mandatory Technical Criteria)

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex "A". The total amount of Applicable Taxes must be shown separately.

Exchange Rate Fluctuation

C3011T 2013/11/06 Exchange Rate Fluctuation

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

Pre-Award Sample(s) and Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, one (1) pre-award sample of the following items: 001, 002, 003, 004 and test results must be included with the offer.

- **One (1) metre in length, full width must constitute a pre-award sample for Items 001 and 002**
- **One (1) metre in length, full width must constitute a pre-award sample for items 003 and 004**

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and is/are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

The Offeror must deliver the required pre-award samples, and test results at no charge to Canada and must ensure that they are received with the offer at time and place of Request For Standing Offer closing. Failure to submit the required pre-award samples and test results within the specified time frame will result in the offer being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

In addition, a recent (one year or less from publication date of this RFSO), laboratory analysis of the product offered showing complete test results for specific tests of physical properties detailed in the technical requirement (Annexes "B" and "C") must be provided with the pre-award samples. Testing must be performed by an independent accredited laboratory establishment and must be in accordance with the test methods detailed in the technical requirement.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements. (Except for substitutions as indicated below)

The requirement for pre-award samples and test results will not relieve the successful Offeror from submitting samples and test results as required by the contract terms or from strictly adhering to the technical requirement of this Request For Standing Offer and any resultant contract.

In the event that a Colour is not available to the Offeror in a time frame to manufacture the pre-award samples, the Offeror may use a similar colour, on the condition that the Offeror include a letter explaining the substitution submitted with the pre-award samples, together with a statement that, should the Offeror be issued a standing offer, all materials will be strictly in accordance with the technical requirement.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, DDP (Drummondville and/or Cowansville and/or Joliette and/or Laval, QC.) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Offeror must submit firm unit pricing for all items and all destinations.

4.2 Basis of Selection

An offer must comply with all requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest responsive aggregate price will be recommended for the issuance of a standing offer (1 standing offer only). Ranking will be established using the estimated quantities for all items, including all destinations.

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 SACC Manual clause A3050T (2014/11/27) Canadian Content Definition

Rules of Origin - Textiles

With reference to the Canadian Content Certification clause, item(s) on this offer are considered to be Canadian goods if they meet the following definition:

MODIFIED RULE OF ORIGIN FOR TEXTILES: "Textiles and textile articles classified in Chapters 50 to 60 inclusive of the Harmonized System that are woven, knitted or otherwise manufactured from yarns or fibres in Canada, and further processed in Canada by dyeing, finishing, coating or other processes as applicable, will be considered Canadian textiles. Woven fabrics of 100% cotton or of polyester and cotton blends that are dyed and finished in Canada will be considered Canadian."

Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

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

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6. (9), Example 2, of the Supply Manual.

Plant Location

Item(s) will be manufactured at: _____

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.

5.2.3 Samples and Production Certification

The Offeror certifies that:

- () the manufacturer that produced the pre-award samples will remain unchanged for the pre-production samples and full production of the contract quantity.

PART 6 - FINANCIAL REQUIREMENTS

6.1 Financial Capability

SACC Manual clause M9033T (2011/05/16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 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 ordered, including purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide an electronic version of this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is with 12 months from the date of issuance of the standing offer.

Call-ups against the Standing Offer is from 12 months of the Offer. The standing offer will be valid from the date of award of the Standing Offer for a period of 12 months with two (2) periods of one-year extensions each. Deliveries will be made to various institutions CORCAN in Drummondville, Cowansville, Joliette, or Laval, Quebec.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer up to 2 additional 12-months periods under the same conditions and at the rates or prices 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

The second year extension must be invoked within 12 months of date of the standing offer issuance.

The third year extension must be invoked within 24 months of date of the standing offer issuance.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Debbie Dusenbury
Public Works and Government Services Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD)
Clothing & Textiles Division
Place du Portage, Phase III, Floor 6A2
11 Laurier Street
Gatineau, Quebec K1A 0S5

Telephone : 819-956-9563 (or 613-462-1481 Facsimile: 819-956-5454
E-mail address: debbie.dusenbury@tpsgc-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 Standing offer authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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

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

7.5.3 Technical Authority

The Technical Authority for the Standing Offer is:

Technical Authority Mailing/Shipping Address (CORCAN)

Correctional Services Canada / CORCAN

Address: _____ (to be advised at issuance of standing offer)

Attention: _____ (to be advised at issuance of standing offer)

Telephone: _____ (to be advised at issuance of standing offer)

Facsimile: _____ (to be advised at issuance of standing offer))

E-mail address: _____ (to be advised at issuance of standing offer)

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer and is responsible for all matters concerning the technical content of the Work under the Standing Offer. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a Standing Offer Revision issued by the Standing Offer Authority.

7.5.4 Offeror's Representative

The person responsible for:

General enquiries

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: CORCAN Institutions in Drummondville, Cowansville, Joliette, Laval or Port- Cartier , Quebec.

7.7 Call-up Instrument

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

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$60,000.00** (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (*will be advised at time of issuance of the standing offer*) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015/07/03), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2030 (2015/07/03), General Conditions – Higher Complexity - Goods
- e) Annex “A” - Statement of Requirement;
- f) Annexes “B” and “C” - Technical specifications for the Jersey Knit and Neck Band
- g) Annex “E” – Institutional Access – CPIC Clearance Request form
- h) the Offeror's offer dated _____ (insert date of offer),

7.11 Certifications

7.11.1 Compliance

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

7.12 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 Ontario.

7.13 Plant Closing

The Offeror's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

Year 1

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

Extension – Year 2

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

Extension – Year 3

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

7.14 Plant Location

Items will be manufactured at: _____

7.15 Standards

7.15.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the Standing Offer is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2030 (2015/07/03), General Conditions – Higher Complexity – Goods, apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be made within 6 weeks from receipt of a call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

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 the line item detail in Annex "A". 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 Standing Offer Authority before their incorporation into the Work.

7.4.2 SACC Manual Clauses

H1001C	2008-05-12	Multiple Payments
C2000C	2007-11-30	Taxes - Foreign-based Contractor

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) One (1) copy must be forwarded to the following address:

CORCAN Textile
Drummond Institution,
2025 Jean-de-Brebeuf Blvd.
Drummondville, QC J2B 7Z6
 - (b) The Original and one (1) copy must be forwarded to the consignee for certification and payment.

7.6 Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: _____
Location: _____
Value of subcontract: \$ _____
Nature of subcontracting work performed: _____

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

7.7 Overshipment

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

7.8 Materials: Contractor Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the items specified. The delivery stated for the items allows the necessary time to obtain such materials.

7.9 Delivery

7.9.1 Delivery - Appointments

Delivery can be made Monday to Thursday, 8:30am to 11:00 am, and from 1:30 pm to 3:00 pm.

7.9.2. Onsite Escorted Access – No Access to Protected and/or Classified Information or Assets

Escorted Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets.

1. The Agreement holder's personnel MUST be escorted at all times when onsite at a Correctional Service Canada (CSC) facility.
2. Access to a Correctional Service Canada (CSC) institution will be subject to a CPIC verification, and the Agreement holder must ensure that its personnel are made aware of and comply with this restriction.
3. Access to PROTECTED and/or CLASSIFIED information or assets is not permitted.

All suppliers, supplier's employees and sub-contractors who will need to have access to CSC facilities must complete the CSC-SCC 1279 form in Annex C, "Institution Access CPIC Clearance Request". CSC reserves the right to refuse access to all person who do not meet CSC minimum security standards.

No monetary compensation will be provided to the supplier for employees who are refused access to CSC's institutions

7.9.3 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the call-up document and delivered:

DDP Delivered Duty Paid (DDP) (Drummondville and/or Cowansville and/or Joliette and/or Laval, QC) Incoterms 2000 for shipments from a commercial contractor.

7.9.4 Packaging

Packing must be in accordance with standard commercial practice to ensure safe delivery at destination.

The rolls must be delivered on pallets, wrapped in two plastic bags with the lot number, fabric width and number of meters per roll.

Special Instructions:

- a. During the period(s) of the Standing Offer (SO), the products delivered may be inspected by a recognized institution and, if the goods are found not to meet the Annex "A" and the Canadian General Standard Board (CGSB) indicated in Annexes "B" and "C", they will be returned to the supplier at the supplier's expenses; in addition, the supplier will be required to pay the costs of the appraisal.
- b. All items must be stained together to obtain colors consistency.
- c. Rolls must not excel 45kg (100lbs)

7.9.5 Rejected Goods

If any goods are rejected and are sold to any resale, all markings and insignia must be removed before being turned over to the purchaser.

7.10 Assessment of Faults in Textile Fabrics

1. The fabric detailed in the Contract must be free from defects such as imperfections and blemishes that may adversely affect its appearance or serviceability when viewed under inspection conditions satisfactory to the Quality Assurance Representative (QAR).
2. Any defect acceptable to the QAR must be strung (flagged) along the right hand selvedge of the face side using colourfast strings for each two (2) linear decimetres where the defect occurs (not applicable to narrow fabrics 15 cm or less in width).
3. The Contractor must deduct allowances from the gross piece length for each defect or splice, on the basis of two (2) linear decimetres per fault. The Contractor must record gross length, net length and number of splices on each piece ticket.
4. Fabric with more than **12 defects per 100 metres linear** (or 10 defects per 100m²) will be rejected.
5. The following defects, if prevalent throughout the fabric, will result in rejection of the full pieces:
 - (a) mill creases/calendar marks;
 - (b) edge to edge shading;
 - (c) tears, holes or marks beyond 12 mm from the outer edge of the selvedge;
 - (d) poor dye penetration and/or streaks;
 - (e) weak or tender fabric;
 - (f) warp or filling defects throughout.

7.11 Quantity - Minimum 95% - Fabric

The Contractor must ship no quantity in excess of the quantity specified. A minimum delivery of 95 percent of the total quantity is acceptable to satisfy this requirement.

7.12 Pre-Production Samples

1. The Contractor must provide one (1) pre-production sample of each of the following items: **001, 002, 003, and 004**, to the Technical Authority for acceptance within **21** calendar days from issuance date of standing offer whichever is later.
 - **One (1) metre in length, full width must constitute a pre-production sample for Items 001 and 002**
 - **One (1) metre in length, full width must constitute a pre-production sample for items 003 and 004**
2. If the pre-production samples are rejected, the Contractor must submit second pre-production samples within **15** calendar days of notification of rejection from the Technical Authority.
3. If the pre-production sample(s) is/are accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.
4. Rejection by the Technical Authority of the second pre-production samples submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.
5. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.

6. In addition to providing the pre-production samples, the Contractor must provide a copy of the inspection reports and laboratory test reports, as applicable, to the Contracting Authority and Technical Authority, transportation charges prepaid, and without charge to Canada.

7. The pre-production samples submitted by the Contractor will remain the property of Canada.

8. The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the pre-production samples. A copy of this notification will also be provided by the Technical Authority to the Contracting Authority. The notice of the full acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.

9. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the pre-production samples are fully acceptable or conditionally acceptable. Any production of items before pre-production sample acceptance will be at the sole risk of the Contractor.

10. The requirement for pre-production samples may be waived. The waiving of the requirement for pre-production samples will be at the sole discretion of the Technical Authority and, if the waiver is granted, it will be evidenced in writing by the Technical Authority to the Contractor and the Contracting Authority.

ANNEX "A" **REQUIREMENT**

1. TECHNICAL REQUIREMENT

The Offeror is required to provide Canada for CORCAN with Tubular Knit (item 001) and Neck Bands (item 002) in accordance with the Annexes "A", "B" and "C" and in accordance with Canadian General Standards Board (CGSB) CAN/CGSB 4.2.

Items #1 and #2 – Tubular knit – 2 colors

Tubular knit of following colors: Royal blue and White , single knit 20/1, 50% polyester / 50% brushed cotton, 180 g/m² (5.3 oz/yd²);

The tube widths must be within +/- 5% of the required measurements;

The fabric must meet the Canadian General Standards Board (CGSB) standards specified in Annex "B";

The jersey knit must be dye at the same time as the neck band (collar).

Items #1 and #2 – Tubular knit – 2 colors TUBE ACCEPTABLE ALLOWANCE CHART (±-5%)

Size	Tubular knit size (cm)	Minimum acceptable (cm)	Maximum acceptable (cm)
Small	50	48.2	50.8
Medium	53.5	52.2	54.8
Large	57	55.7	58.3
XL	61	59.7	62.3
2XL	66	64.7	67.3
3XL	71	69.7	72.3
4XL	76	74.7	77.3
5XL	81	79.7	82.3
6XL	86	84.7	87.3

Items #3 and #4 – Neck band (collar) simple jersey knit

Neck band width: 7.65 cm. (3 inch) of following colors: Royal blue and White ; 1 x 1 rib, 50% cotton / 50% polyester, 180 g/m² (5.3 oz/yd²).

The neck band must be packaged in rolls.

The fabric must meet the Canadian General Standards Board (CGSB) standards specified in Annex "C".

The collars must be the same colors Royal blue and White as the jersey knit.

The collars must be dye at the same time as the jersey knit

3	Neck Band (collar) simple jersey knit, White, in accordance with Annex "A" and with Annex "C" (Technical Specification) . Neck band width:7.65cm (3 inch) of following color: White ; 1 x 1 rib, 50% coton / 50% polyester, 180 g/m ² (5.3 oz/yd ²).	50,000	Meter	\$ _____
4	Neck Band (collar) simple jersey knit, Royal Blue, in accordance with Annex "A" and with Annex "C" (Technical Specification). Neck band width: 7.65 cm. (3 inch) of following color: Royal blue; 1 x 1 rib, 50% cotton / 50% polyester, 180 g/m ² (5.3 oz/yd ²). Pantone colour for Royal Blue is 284U.	60,000	Meter	\$ _____

EXTENSION (YEAR #2) – Item #5 – Tubular knit Jersey– White

Size/Tubular knit size (cm)	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Small, 50cm	1,500	Meter	\$ _____
Medium, 53.5cm	6,000	Meter	\$ _____
Large, 57cm	17,000	Meter	\$ _____
XL, 61cm	23,000	Meter	\$ _____
2XL, 66cm	17,000	Meter	\$ _____
3XL, 71cm	9,000	Meter	\$ _____
4XL, 76cm	7,500	Meter	\$ _____
5XL, 81cm	5,000	Meter	\$ _____
6XL,86cm	2,000	Meter	\$ _____
TOTAL	88,000		

EXTENSION (YEAR #2) – Item #6 – Tubular knit Jersey– Royal Blue

Width Size/Tubular knit size (cm)	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Small, 50cm	2,500	Meter	\$ _____
Medium, 53.5cm	5,000	Meter	\$ _____
Large, 57cm	15,000	Meter	\$ _____
XL, 61cm	15,000	Meter	\$ _____
2XL, 66cm	15,000	Meter	\$ _____
3XL, 71cm	15,000	Meter	\$ _____
4XL, 76cm	13,000	Meter	\$ _____
5XL, 81cm	10,000	Meter	\$ _____
6XL,86cm	10,000	Meter	\$ _____
TOTAL	100,500		

EXTENSION (YEAR #2) – Item #7 – Single Knit Neck Band, White

Width Tubular knit size (cm)	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
7.65 cm (3 in)	50,000	Meter	\$ _____
TOTAL	50,000		

EXTENSION (YEAR #2) – Item #8 – Single Knit Neck Band, Royal Blue

Width Tubular knit size (cm)	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
7.65 cm (3 in)	60,000	Meter	\$ _____
TOTAL	60,000		

EXTENSION (YEAR #3) – Item #9 – Tubular knit Jersey– White

Size/Tubular knit size (cm)	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Small, 50cm	1,500	Meter	\$ _____
Medium, 53.5cm	6,000	Meter	\$ _____
Large, 57cm	17,000	Meter	\$ _____
XL, 61cm	23,000	Meter	\$ _____
2XL, 66cm	17,000	Meter	\$ _____
3XL, 71cm	9,000	Meter	\$ _____
4XL, 76cm	7,500	Meter	\$ _____
5XL, 81cm	5,000	Meter	\$ _____
6XL, 86cm	2,000	Meter	\$ _____
TOTAL	88,000		

EXTENSION (YEAR #3) – Item #10 – Tubular knit Jersey– Royal Blue

Width Size/Tubular knit size (cm)	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
Small, 50cm	2,500	Meter	\$ _____
Medium, 53.5cm	5,000	Meter	\$ _____
Large, 57cm	15,000	Meter	\$ _____
XL, 61cm	15,000	Meter	\$ _____
2XL, 66cm	15,000	Meter	\$ _____
3XL, 71cm	15,000	Meter	\$ _____
4XL, 76cm	13,000	Meter	\$ _____
5XL, 81cm	10,000	Meter	\$ _____
6XL, 86cm	10,000	Meter	\$ _____
TOTAL	100,500		

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21C31-163451
Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
pr737
21-FEB-2016

EXTENSION (YEAR #3) – Item #11 – Single Knit Neck Band, White

Width Tubular knit size (cm)	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
7.65 cm (3 in)	50,000	Meter	\$ _____
TOTAL	50,000		

EXTENSION (YEAR #3) – Item #12 – Single Knit Neck Band, Royal Blue

Width Tubular knit size (cm)	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra
7.65 cm (3 in)	60,000	Meter	\$ _____
TOTAL	60,000		

21C31-16-3451
WHITE AND ROYAL BLUE JERSEY
ANNEX "B"
Technical Specifications

(Items # 1-2)

Jersey Tubular Knit

FABRIC CONTENT: 50% POLYESTER 50% COTTON

Samples must meet all the specified requirements, within the minimum and maximum acceptable range, in accordance with Canadian General Standards Board (CGSB) standards, as specified below:

Property	Evaluating & Acceptance Methodology CAN/CGSB 4.2	Specified Requirement	Minimum acceptable	Maximum acceptable
	No.			
Quantitative Analysis of Multi-Fibre Blends Note 1	14-2005	50% polyester 50% cotton	-5% -5%	+5% +5%
Knit		Jersey Weft Knit	Jersey weft knit	Jersey weft knit
Unit Mass of Fabrics	5.1-M90	180g/m ² (5.3 oz/yd ²)	-3%	
Dimensional Change in Commercial Laundering	24.2002		Wales: -5% Courses: -5.5%	Wales: +5% Courses: +5.5%
Colourfastness to Artificial Light	18.3-97 / ISO 105-B02:1994	ISO5	ISO4	
Colourfastness to Washing – Accelerated Test – Launder-Ometer	19.1-2004	GS 5	GS3	
Colourfastness to Perspiration	23-M90	GS 5	GS3	

NOTE 1:

A variation of plus or minus 5% is acceptable in accordance with the Textile Labelling Act, and the result used will be that after regain.

21C31-16-3451
WHITE AND ROYAL BLUE JERSEY
ANNEX "C"
Technical Specifications

(Items # 3-4)
Single knit Neck Band

FABRIC CONTENT: 50% POLYESTER 50% COTTON

Samples must meet all the specified requirements, within the minimum and maximum acceptable range, in accordance with Canadian General Standards Board (CGSB) standards, as specified below:

Property	Evaluating & Acceptance Methodology CAN/CGSB 4.2	Specified Requirement	Minimum acceptable	Maximum acceptable
	No.			
Quantitative Analysis of Multi-Fibre Blends NOTE 1	14-2005	50% polyester 50% cotton	-5% -5%	+5% +5%
Knit		Rib knit	Rib knit	Rib knit
Unit Mass of Fabrics	5.1-M90	180g/m ² (5.3 oz/yd ²)	-3%	
Colourfastness to Artificial Light	18.3-97 / ISO 105-B02:1994	ISO5	ISO3	
Colourfastness to Washing – Accelerated Test – Launder-Ometer	19.1-2004	GS 5	GS3	
Colourfastness to Perspiration	23-M90	GS 5	GS3	

NOTE 1:

A variation of plus or minus 5% is acceptable in accordance with the Textile Labelling Act, and the result used will be that after regain.

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
pr737
21-FEB-2016

ANNEX "D"

QUARTERLY REPORT TEMPLATE

Standing Offer Number: _____

Reporting Period (start date to end date): _____

Date	Call-up #	Description of Item	Quantity	Total Billing
TOTAL				\$

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

Prepared by:

Name: _____

Date: _____

Telephone no.: _____

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

pr737

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ANNEX "E"

INSTITUTIONAL ACCESS – CPIC CLEARANCE REQUEST (FORM CSC/SCC 1279)

form CSC/SCC 1279 Institutional Access – CPIC Clearance Request

Amex "E" to 21C31-163457



Correctional Service Canada / Service correctionnel Canada

PROTECTED / PROTÉGÉ **B** ONCE COMPLETED / UNE FOIS REMPLI

**INSTITUTIONAL ACCESS
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT
DEMANDE DE VÉRIFICATION
DU DOSSIER AU CIPC**

PUT AWAY ON FILE - CLASSER AU DOSSIER
ADMINISTRATIVE OR OPERATIONAL FILE
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL
► Original = 3170-12

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution - Établissement

Request received
Demande reçue le

Date (YYAA-MM-DJ)

PUT AWAY ON FILE
CLASSER AU DOSSIER

► 3170-12

A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS

Surname
Nom de famille

Full name (no nicknames or initials)
Nom au complet (pas de surnoms ou d'initiales)

Maiden name (if applicable)
Nom de jeune fille (s'il y a lieu)

Date of birth
Date de naissance (YYAA-MM-DJ)

Place of birth - Lieu de naissance
City/Town - Ville ou municipalité

Province/State - Province ou état

Country - Pays

B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE

☐ Male
Homme

☐ Female
Femme

Height - Grandeur

Weight - Poids

Eye color - Couleur des yeux

Hair color
Couleur des cheveux

C. ADDRESS - ADRESSE

Street - Rue

City/Town - Ville ou municipalité

Province

Postal Code - Code postal

Telephone number - Numéro de téléphone
Home - Domicile
Work - Bureau

Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation)

D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked?
Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?

☐ Yes
Oui ☐ No
Non

2. Do you personally know of any person incarcerated in a correctional facility?
Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?

If so, provide names - Si oui, fournir son nom :

☐ Yes
Oui ☐ No
Non

3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety?
Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?

☐ Yes
Oui ☐ No
Non

4. Are you related/associated to an inmate or on an inmate's visiting list?
Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?

☐ Yes
Oui ☐ No
Non

If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service. **NOTA :** Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passer peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature - Signature du demandeur

Date (YYAA-MM-DJ)

F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC

Reason for clearance - Motif justifiant la demande d'accès

Department making the request (please print)

Unité qui soumet la demande (en lettres moulées s.v.p.)

Signature of Division Head

Signature du chef de la division

Date (YYAA-MM-DJ)

☐ No criminal record
Aucun casier judiciaire

☐ A possible criminal record #:
Numéro du casier judiciaire possible :

Last entry:
Dernière entrée :

☐ An outstanding warrant/charge held by:
Auteur du mandat non exécuté/accusation en instance :

SIGNATURES

☐ Approved
Approuvée

☐ Not approved
Non approuvée

The individual has been advised. - Le demandeur a été informé de la décision.

☐ Yes
Oui ☐ No
Non

By:
Par :

Security Intelligence Officer
Agent de renseignements de sécurité

Date
(YYAA-MM-DJ)

Institutional Head
Directeur de l'établissement

Date
(YYAA-MM-DJ)

Visit Review Board
Comité des visites

Date
(YYAA-MM-DJ)