

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

| | |
|--|---|
| Title - Sujet Bond & Carbonless Paper | |
| Solicitation No. - N° de l'invitation 21C31-163524/A | Date 2016-03-11 |
| Client Reference No. - N° de référence du client 21C31-16-3524 | GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-035-13798 |
| File No. - N° de dossier MTA-5-38275 (035) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-25 | |
| Time Zone Fuseau horaire Heure Avancée de l'Est HAE | |
| Delivery Required - Livraison exigée . | |
| Address Enquiries to: - Adresser toutes questions à: Meloche, Laura | Buyer Id - Id de l'acheteur mta035 |
| Telephone No. - N° de téléphone (514)496-3404 () | FAX No. - N° de FAX (514)496-3822 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Correctional Service Canada CORCAN - La Macaza Institution 321, Chemin de lo'Aéroport La Macaza Québec J0T 1R0 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 |

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

- Appendix "A" - Statement of Requirement and the Basis of Payment
- Appendix "B" - Delivery Information
- Appendix "C" - CSC Security Requirements - Form 1279 – Institutional Access

1.2 Summary

This Regional Individual Standing Offer (RISO) request involves the provision, on an "as-and when required" basis, of bond and carbonless paper and other products for printing purposes as described in Appendix "A". The user of the RISO is Correctional Service Canada (CSC), La Macaza Institution, La Macaza, Quebec.

The period of the RISO is for a term of one (1) year from the date of issue and includes an option to extend the RISO for one (1) additional year.

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

1.3 Security Requirements

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

Every employee of the Offeror requiring access to CSC institutions are required to complete the CSC security clearance request form as per Appendix "C" attached. CSC reserves the right to refuse access to personnel who do not meet the CSC's minimum security standards. No monetary compensation will be provided to the supplier for personnel who are refused access.

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) (<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.

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.

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

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 Québec.

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 (2 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

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.

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

- Compliance with the description of all products described in Appendix "A" attached;
- Acceptance of the terms and conditions of the request for a standing offer;
- Compliance with the delivery information described in Appendix "B" attached; and
- Provide technical/descriptive documents for "recycled products" that are offered to allow the technical evaluation. Failure to comply will render your offer non responsive.

4.1.2 Financial Evaluation

Offers will be evaluated on the basis of the information provided as per Appendix "A" attached hereto and forming part of this Request for Standing Offers and must include:

- Compliance with the basis of payment provided in Appendix "A";
- The offer must include firm prices for each item set out in Appendix "A"; and
- The offer must include firm prices for the 1st year and the 2nd optional year.

The price of the offer will be evaluated as follows:

- Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.

- b. foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.

Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.

Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that Offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.

For the purpose of the RFSO, Offerors with an address in Canada are considered Canadian-based Offerors, and Offerors with an address outside of Canada are considered foreign-based Offerors.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an **“aggregate” basis** will be recommended for issuance of a standing offer.

The lowest price will be determined by adding all the total values of the unit prices quoted applied to the estimated quantities for both the 1st year and 2nd optional year of the Standing Offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications 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.

5.1.1 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.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

Although there are no Industrial Security requirements related to this requirement, there is an internal security verification done by Correctional Service Canada to access their institutions – See Appendix "C".

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

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

7.3 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issue and for a period of twelve (12) months.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 12-month period, from _____ to _____ (To be completed at time of issue of the Standing Offer) 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 **30 days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Laura Meloche, Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
800, rue de la Gauchetière Ouest, Local 7300
Montréal, Québec H5A 1L6

Telephone: (514) 496-3370
Facsimile: (514) 496-3822
E-mail address: laura.meloche@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.

7.5.2 Offeror's Representative

Name and telephone number of the person responsible for:

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General enquiries:

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

Delivery follow-up:

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Service Canada, CORCAN, La Macaza Institution, Province of Quebec.

7.7 Call-up Instrument

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

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed (*to be insert at the time of issue of the standing offer*) \$_____ (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 (*to be inserted at the time of issue 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 (2015-09-03), General Conditions - Standing Offers - Goods or Services;

- d) the general conditions 2010A (2015-09-03), General Conditions - Goods (Medium Complexity)
- e) Appendix "A" – Statement of Requirement and Basis of Payment;
- f) Appendix "B" – Delivery Information;
- g) Appendix "C" – CSC Security Requirements – Form 1279 "Institutional Access CPIC Clearance Request";
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

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 _____. (*to be completed at the time of issue of the standing offer*).

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 16, Interest on Overdue Accounts, of 2010A (2015-09-03) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be made within **24 hours** from receipt of a call-up against the Standing Offer.

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7.4 Payment

For the period of the Standing Offer, you will be paid on the basis of firm unit prices as listed in Appendix "A".

7.4.1 Single Payment

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

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

7.4.2 Payment by Credit Card *(to be completed at issue of standing offer)*

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

7.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.6 Insurance

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

7.7 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
A9068C (2010-01-11), Government Site Regulations
B7500C (2006-06-16), Excess Goods
C2000C (2007/11/30), Taxes – Foreign-based contractors
D0018C (2007-11-30), Delivery and Unloading

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APPENDIX "A"

STATEMENT OF REQUIREMENT AND BASIS OF PAYMENT ***(Excel Spreadsheets Attached Separately)***

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APPENDIX "B"

DELIVERY INFORMATION

Delivery: F.O.B. La Macaza

Delay: 24 hours after order will be place.

Hours: 08:30 am to 10:50 am and 1:00 pm to 3:30 pm weekdays only.

The Institution does not have loading docks. Delivery of merchandise will need to be put on skids and placed and placed at the front of the box truck.

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APPENDIX "C"

CSC SECURITY REQUIREMENTS – INSTITUTIONAL ACCESS

All suppliers, supplier's employees and sub-contractors who will need to have access to CSC facilities must complete the CSC-SCC 1279 form "Institution Access CPIC Clearance Request" using the form 1279 included in this Appendix C.


The form must be sent to the Contractual Authority and received at least 7 calendar days **prior to the date required to access the institution**. If forms are received after this delay, security check might not be done in time and consequently, these persons might be refused access to CSC facilities. 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.

Solicitation No. - N° de l'invitation
21C31-163524/A
Client Ref. No. - N° de réf. du client
21C31-163524

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-5-38275

Buyer ID - Id de l'acheteur
MTA035
CCC No./N° CCC - FMS No./N° VME

| | | | | | |
|--|--|---|--|--|--|
|  | | 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 | |
| PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES | | | | PUT AWAY ON FILE - CLASSER AU DOSSIER ADMINISTRATIVE OR OPERATIONAL FILE / DOSSIER ADMINISTRATIF OU OPÉRATIONNEL Original = 3170-12 | |
| 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 | | | | | |
| <input type="checkbox"/> Male / Homme <input type="checkbox"/> 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? <input type="checkbox"/> Yes / Oui <input type="checkbox"/> 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: <input type="checkbox"/> Yes / Oui <input type="checkbox"/> 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? <input type="checkbox"/> Yes / Oui <input type="checkbox"/> 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? <input type="checkbox"/> Yes / Oui <input type="checkbox"/> 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. / 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. / NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval. / 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 - RÉSERVE 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) | |
| <input type="checkbox"/> No criminal record / Aucun casier judiciaire | | <input type="checkbox"/> A possible criminal record #: / Numéro du casier judiciaire | | Last entry: / Dernière entrée: | |
| | | | | | |
| <input type="checkbox"/> An outstanding warrant/charge held by: / Auteurs du mandat non exécuté/accusation en instance: | | | | | |
| SIGNATURES | | | | | |
| <input type="checkbox"/> Approved / Approuvée | | <input type="checkbox"/> Not approved / Non approuvée | | The individual has been advised. - Le demandeur a été informé de la décision. <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non | |
| Security Intelligence Officer / Agent de renseignements de sécurité | | Institutional Head / Directeur de l'établissement | | Visit Review Board / Comité des visites | |
| Date (YYAA-MM-DJ) | | Date (YYAA-MM-DJ) | | Date (YYAA-MM-DJ) | |

CSC/SCC 1279 (R-05-12) (Word Version) XP