



**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

|   |  |
|---|--|
| <b>Title - Sujet</b><br>VARIOUS FABRICS   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>21C31-163452/A  | <b>Date</b><br>2016-04-11  |
| <b>Client Reference No. - N° de référence du client</b><br>21C31-163452   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$\$PR-723-70781 |
| <b>File No. - N° de dossier</b><br>pr723.21C31-163452   | <b>CCC No./N° CCC - FMS No./N° VME</b>                           |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2016-05-03</b>  |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight Saving<br>Time EDT  |  |
| <b>Delivery Required - Livraison exigée</b><br>See Herein   |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Gravel, Sylvie   | <b>Buyer Id - Id de l'acheteur</b><br>pr723                      |
| <b>Telephone No. - N° de téléphone</b><br>(613)240-7281 ( )   | <b>FAX No. - N° de FAX</b><br>(819)956-5454                      |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br><br>See herein/<br>Voir ci-inclus  |  |
| <b>Security - Sécurité</b><br>This request for a Standing Offer does not include provisions for security.<br>Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité. |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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 Annexes include the Requirement, the basis of payment, the technical requirements, Form CSC/SCC 1279 Institutional Access CPIC Clearance Request, and the quarterly report template.

### 1.2 Summary

1.2.1 This requirement is for the establishment of a Regional Individual Standing Offer (RISO) for CORCAN-Correctional Service of Canada for the supply of various fabrics listed below. The end use of the fabrics is to manufacture underpants.

- Item 1 – white tubular waffle knit (43 cm tube) - estimated usage/year: 40,000 metres
- Item 1a – white tubular waffle knit (52 cm tube) - estimated usage/year: 140,000 metres
- Item 2 – white 1/1 rib knit, 2-3/8" strip, cross-cut - estimated usage/year: 50,000 metres
- Item 3 – white tubular 1/1 rib knit, 54 cm tube - estimated usage/year: 10,000 metres
- Item 4 – white jersey knit, 1-1/8" strip, cross-cut - estimated usage/year: 20,000 metres

Orders will be issued on an "as & when requested" basis from the date of issuance of the Standing Offer for a period of one (1) year with the possibility to extend for two (2) additional one-year period.

Items are requested to be delivered to various CORCAN Institutions such as Drummondville and/or Cowansville and/or Laval, QC.

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.

1.2.4 This procurement is set aside from the international trade agreements under the provision each has for set-asides for work performed in prison.

### **1.3 Debriefings**

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2016/04/04) - 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.

Solicitation No. - N° de l'invitation  
21C31-163452/A  
Client Ref. No. - N° de réf. du client  
21C31-163452

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pr723.21C31-163452

Buyer ID - Id de l'acheteur  
pr723  
CCC No./N° CCC - FMS No./N° VME

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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 Sealed Samples**

Samples may be viewed (by appointment only) at the following offices:

Public Works & Government Services Canada  
Supply Directorate  
6th floor  
1550 ave D'Estimauville  
Quebec, Que. G1J 0C7  
TEL: 418-649-2714  
FAX: 418-648-2209  
Attention: Micheline Naud (micheline.naud@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada  
Place Bonaventure, South-East Portal  
800 de La Gauchetière Street West, 7th Floor  
Montreal, Quebec H5A 1L6  
TEL: 514-496-3404  
FAX: 514-496-3822  
Attention: Viviane Rouhault (viviane.rouhault@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada  
Suite 480, 33 City Centre Drive  
Mississauga, Ont. L5B 2N5  
TEL: 905-615-2070  
FAX 905-615-2023  
Attention: Hodan A. Ahmed (hodan.a.ahmed@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada  
Suite 100, 167 Lombard Avenue  
P.O. Box 1408  
Winnipeg, Manitoba R3C 2Z1  
TEL: 204-983-3774  
FAX: 204-983-7796  
Attention: Bev Laurin (bev.laurin@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada  
Telus Plaza North  
10025 Jasper Avenue, 5th Floor  
Edmonton, AB T5J 1S6  
TEL: (780) 497-3564  
FAX: (780) 497-3510  
Attention: Nicole Boucher (wst.pa-edm@pwgsc.gc.ca)

Public Works & Government Services Canada  
Pacific Region, SOSB, Industrial & Commercial Products  
219 - 800 Burrard Street  
Vancouver, B.C V6Z 0B9  
TEL: 604-775-7630  
FAX: 604-775-7526  
Attention: Linda Harding (linda.harding@tpsgc-pwgsc.gc.ca)

## 2.6 Specifications and Standards

### 2.6.1 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](mailto: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 (3 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.
- 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 and the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “G” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “G” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments 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.

## **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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

###### Pre-Award Samples and Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, the following must be included with the Offer:

- a) One (1) pre-award sample of each item, two (2) metres in length, full width;
- b) A recent laboratory analysis (dated one year or less from publication date of the RFSO) of each product offered showing test results for specific tests of physical properties detailed at Annexes B, C & D. 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 Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements. 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 with the Offer will result in the offer being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

In the event that a sample in the desired colour is not available to the Offeror in a time frame to manufacture the pre-award samples, the Offeror may use a similar substitute colour and a statement that, should the Offeror be awarded the contract, all materials will be strictly in accordance with the technical requirement.

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.

#### 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 (various destinations specified at Annex A) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Offeror must submit firm unit pricing for all items at destination.

#### 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 quantity for all items at destination.

## **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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process..

#### **5.1.2 Additional Certifications Required with the Offer**

##### **5.1.2.1 Canadian Content Definition**

*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."

##### **5.1.2.2. Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids 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 bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) a minimum of 80 percent of the total bid price 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](#).

Item 1: Plant location: the item will be manufactured at: \_\_\_\_\_  
Item 1a: Plant location: the item will be manufactured at: \_\_\_\_\_  
Item 2: Plant location: the item will be manufactured at: \_\_\_\_\_  
Item 3: Plant location: the item will be manufactured at: \_\_\_\_\_  
Item 4: Plant location: the item 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 – Required Documentation

In accordance with the [Integrity and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 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 ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

### 5.2.3.2 Sample(s) and Production Certification

The Offeror certifies that:

( ) the manufacturer that produced the pre-award samples will remain unchanged for the 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

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

## **7.2 Security Requirements**

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 (2016/04/04) 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 "E". 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 twelve (12) months from the date of issuance of the Standing Offer.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to two (2) additional one-year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

Solicitation No. - N° de l'invitation  
21C31-163452/A  
Client Ref. No. - N° de réf. du client  
21C31-163452

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pr723.21C31-163452

Buyer ID - Id de l'acheteur  
pr723  
CCC No./N° CCC - FMS No./N° VME

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## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

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

Telephone : 613-240-7281      Facsimile: 819-956-5454  
E-mail address: [sylvie.gravel@pwgsc.gc.ca](mailto:sylvie.gravel@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 Technical Authority**

The Technical Authority for the Standing Offer is:

CORCAN Textile  
Assistant Director  
Federal Training Centre  
6099 Lévesques Blvd, East  
Laval, Quebec H7C 1P1  
Tel: \_\_\_\_\_

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: \_\_\_\_\_

### **7.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is CORCAN Industries-Correctional Service Canada.

### **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 \$\_\_\_\_\_ (Applicable Taxes excluded) (*amount will be included at issuance of the SO*) 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 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 (2016/04/04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2030 (2016/04/04), General Conditions – Higher Complexity - Goods
- e) Annex “A” - Requirement;
- f) Annexes “B, C & D” – Sample evaluation and acceptance procedure;
- g) Annex “E” – Quarterly report template
- h) Annex “F” – Institutional Access CPIC Clearance Request
- i) the Offeror’s offer dated \_\_\_\_\_

## 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.

### 7.11.3 SACC Manual Clauses

M3060C 2008-05-12 Canadian Content Certification

## 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 _____ |

#### Year 2 – Extension

|                   |            |          |
|-------------------|------------|----------|
| Christmas Holiday | FROM _____ | TO _____ |
| Summer Holiday    | FROM _____ | TO _____ |

#### Year 3 - Extension

|                   |            |          |
|-------------------|------------|----------|
| Christmas Holiday | FROM _____ | TO _____ |
| Summer Holiday    | FROM _____ | TO _____ |

### 7.14 Plant Location

Items will be manufactured at: \_\_\_\_\_

### 7.15 Specifications and 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](mailto: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 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

2030 (2016/04/04), General Conditions – Higher Complexity – Goods, apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

For the first order of each item:

Delivery of the first order of each item must be completed within 50 calendar days from the notice of approval of the production sample.

For subsequent orders of each item:

Delivery must be completed within 50 calendar days from receipt of the call-up document.

### **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 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 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

*(to be provided at time of issuance of the Standing Offer)*

#### **7.4.3 SACC Manual Clauses**

|        |              |                                  |
|--------|--------------|----------------------------------|
| H1000C | 2008-5-05-12 | Single Payment                   |
| 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) The original and one (1) copy must be forwarded to the following address for certification and payment

CORCAN Textile  
Drummond Institution  
Attn : François Chevalier  
2025 Jean-de-Brébeuf Blvd.  
Drummondville, Quebec J2B 7Z6

(b) One (1) copy must be forwarded to the consignee.

### **7.6 Insurance**

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

Solicitation No. - N° de l'invitation  
21C31-163452/A  
Client Ref. No. - N° de réf. du client  
21C31-163452

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pr723.21C31-163452

Buyer ID - Id de l'acheteur  
pr723  
CCC No./N° CCC - FMS No./N° VME

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### 7.7 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.

### 7.8 Overshipment

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

### 7.9 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.

### 7.10 Delivery

#### 7.10.1 Delivery - Appointments

Deliveries must be made Monday to Thursday from 8:00 to 11:00 am and from 1:00 to 3:00 pm and must be coordinated with:

CORCAN Drummond Establishment  
Attn : François Chevalier  
Tel : 819-477-5112 ext 202  
Fax : 819-472-3701  
E-mail : [francois.chevalier@csc-scc.gc.ca](mailto:francois.chevalier@csc-scc.gc.ca)

#### 7.10.2 Shipping Instructions - Delivery at Destination

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

DDP Delivered Duty Paid (DDP) (destinations specified in Annex A) Incoterms 2000 for shipments from a commercial contractor.

#### 7.10.3 Packaging

The rolls must be delivered on pallets, wrapped in two plastic bags, and marked with the lot number, weight per square metre, fabric composition, shade number, fabric width, finished style and number of metre per roll.

The knit will be packed on rolls that must never exceed 45 kg / 100 lb.

#### 7.10.4. 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 "F", "Institution Access CPIC Clearance Request". The form must be sent to the Technical Authority within 7 days following the issuance of the Standing Offer. 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

#### **7.11 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 linear metres or 10 defects per 100 m<sup>2</sup> 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.

#### **7.12 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.

#### **7.13 Production Samples**

1. Within **20 calendar days** from receipt of the first call-up of each item, the Contractor must provide a production sample, from the first production run, and provide it to the CORCAN Technical Authority for acceptance.
2. The sample must be two (2) metre in length, full width and must be provided transportation charges prepaid, and without charge to Canada. The sample must be identified and traceable to a production lot. If a sealed pattern was provided, the sealed pattern must be returned with the production sample.
3. If the production sample is rejected, the Contractor must submit a second production sample within 15 calendar days of notification of rejection from the Technical Authority.
4. If the production sample is accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.
5. Rejection by the Technical Authority of the second production sample submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.

6. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.
7. The 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 production sample. 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 production sample is fully acceptable or conditionally acceptable. Any production of items before production sample acceptance will be at the sole risk of the Contractor.
10. The production sample may not be required if the Contractor is currently in production. The request for waiver of a production sample must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the sole discretion of the Technical Authority and will be evidenced through a contract amendment.

#### **7.13.1 Sealed Samples - Guidance Only**

The sealed samples are representative of the required item but are not part of the technical requirement. The sealed samples may not meet the technical requirement in all respects and must be used for guidance only during production.

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## ANNEX "A" REQUIREMENT

### 1. TECHNICAL REQUIREMENT

The Contractor is required to provide Corcan Industries-Correctional Service Canada with various fabrics in accordance with the technical requirements listed below and in accordance with the technical requirements specified at Annexes B, C, and D. The fabrics will be used to manufacture underpants.

#### Item 1 & 1a:

WHITE TUBULAR WAFFLE KNIT, 50% POLYESTER / 50% COTTON, MASS 254 G/M<sup>2</sup> (7.5 OZ/YD<sup>2</sup>).  
FABRIC DESIGN MUST BE SQUARE 7X7MM (TOLERANCE: MINIMUM 5 MM AND MAXIMUM 8 MM).

The tube width must be within +/- 5% of the required measurement as follows:

Item 1: 43 cm tube: acceptable minimum width: 41 cm  
acceptable maximum width: 45 cm

Item 1a: 52 cm tube: acceptable minimum width: 49 cm  
acceptable maximum width: 55 cm

- The knit will be packed on rolls that must never exceed 45 kg / 100 lb.
- The fabric must meet the requirements specified in Annex B, within the minimum and maximum acceptable range, and in accordance with the Canadian General Standards Board (CGSB) test methods.
- The waffle knit must be the same white as the rib knit (spandex) and the jersey.

#### Item 2:

WHITE 1/1 RIB KNIT, 2-3/8" STRIP, CROSS-CUT, 49% COTTON / 49% POLYESTER / 2% SPANDEX,  
MASS 254 G/M<sup>2</sup> (7.5 OZ/YD<sup>2</sup>).

- The strips must be packed on rolls.
- The fabric must meet the requirements specified in Annex C, within the minimum and maximum acceptable range, and in accordance with the Canadian General Standards Board (CGSB) test methods.
- The rib knit (spandex) must be the same white as the waffle knit and the jersey.

#### Item 3:

WHITE TUBULAR 1/1 RIB KNIT, 54 CM TUBE, 49% COTTON / 49% POLYESTER / 2% SPANDEX,  
MASS 254 G/M<sup>2</sup> (7.5 OZ/YD<sup>2</sup>).

The tube width must be within +/- 5% of the required measurement as follows:

54 cm tube: acceptable minimum width: 50 cm  
acceptable maximum width: 56 cm

- The knit will be packed on rolls that must never exceed 45 kg / 100 lb.
- The fabric must meet the requirements specified in Annex C, within the minimum and maximum acceptable range, and in accordance with the Canadian General Standards Board (CGSB) test methods.
- The rib knit (spandex) must be the same white as the waffle knit and the jersey.

**Item 4:**

WHITE JERSEY KNIT, 1-1/8" STRIP, CROSS-CUT, 50% POLYESTER / 50% COTTON, MASS 175 G/M<sup>2</sup>.

- The strips must be packed on rolls.
- The fabric must meet the requirements specified in Annex D, within the minimum and maximum acceptable range, and in accordance with the Canadian General Standards Board (CGSB) test methods.
- The jersey must be the same white as the waffle knit and the spandex.

**2. DESTINATION ADDRESSES**

|   |  |   |
|---|--|---|
| CORCAN<br>Drummond Institution<br>2025 Jean de Brébeuf Blvd.<br>Drummonville, Québec<br>J2B 7Z6 | CORCAN<br>Cowansville Institution<br>400 Fordyce<br>Cowansville, Quebec<br>J2K 3N7 | CORCAN<br>Federal Training Centre<br>205 Montée St-François<br>Laval, Quebec<br>H7C 2S3 |
|---|--|---|

**3. DELIVERABLES**

| Item | Description                                    | Estimated Quantity<br>(per year) | Unit of Issue | YEAR 1<br>Firm Unit Price, DDP, transportation costs included, Applicable taxes extra | YEAR 2 (Extension)<br>Firm Unit Price, DDP, transportation costs included, Applicable taxes extra | YEAR 3 (Extension)<br>Firm Unit Price, DDP, transportation costs included, Applicable taxes extra |
|------|--|----------------------------------|---------------|---|---|---|
| 1    | White tubular waffle knit, 43 cm tube          | 40,000                           | Metre         | \$ _____  | \$ _____  | \$ _____  |
| 1a   | White tubular waffle knit, 52 cm tube          | 140,000                          | Metre         | \$ _____  | \$ _____  | \$ _____  |
| 2    | White 1/1 rib knit, 2 3/8 inch strip, bias-cut | 50,000                           | Metre         | \$ _____  | \$ _____  | \$ _____  |
| 3    | White 54 cm tubular 1/1 rib knit               | 10,000                           | Metre         | \$ _____  | \$ _____  | \$ _____  |
| 4    | White jersey knit, 1-1/8 inch strip, bias-cut  | 20,000                           | Metre         | \$ _____  | \$ _____  | \$ _____  |

Year 1 – 12 months from issuance of the Standing Offer  
Year 2 – 13-24 months from issuance of the Standing Offer  
Year 3 – 25-36 months from issuance of the Standing Offer

## ANNEX B TUBULAR WAFFLE KNIT

### Evaluation and Acceptance Procedure

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#### (Items 1 & 1a)

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   | Evaluation and acceptance procedure<br>CAN/CGSB 4.2 | Required specifications                        | Minimum acceptable | Acceptable Maximum |
|--|---|--|--------------------|--------------------|
| Quantitative analysis of fibre mixtures<br><i>Note 1</i> | 14-2005   | 50% polyester<br>50% cotton                    | - 5%<br>- 5%       | + 5%<br>+ 5%       |
| Weave  |   | Waffle knit                                    | Waffle knit        | Waffle knit        |
| Unit mass of fabrics                                     | 5.1-M90   | 254 g/m <sup>2</sup> (7.5 oz/yd <sup>2</sup> ) | - 3%               |                    |

***Note 1***

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

**ANNEX C**  
**RIB KNIT STRIPS & TUBULAR RIB KNIT**

**Evaluation and Acceptance Procedure**

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**(Items 2 and 3)**

FABRIC CONTENT: 2% SPANDEX / 49% COTTON / 49% POLYESTER

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   | Evaluation and acceptance procedure<br>CAN/CGSB 4.2 | Required specifications                        | Minimum acceptable | Maximum acceptable |
|--|---|--|--------------------|--------------------|
| Quantitative analysis of fibre mixtures<br><i>Note 1</i> | 14-2005   | 2% spandex<br>49% cotton<br>49% polyester      | - 5%<br>-5%<br>-5% | + 5%<br>+5%<br>+5% |
| Weave  |   | Rib knit                                       | Rib knit           | Rib knit           |
| Unit mass of fabrics                                     | 5.1-M90   | 254 g/m <sup>2</sup> (5.5 oz/yd <sup>2</sup> ) | - 3%               |                    |

***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.

## ANNEX D JERSEY KNIT

### Evaluation and Acceptance Procedure

---

#### (Item 4)

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   | Evaluation and acceptance procedure<br>CAN/CGSB 4.2 | Required specifications     | Minimum acceptable | Maximum acceptable |
|--|---|-----------------------------|--------------------|--------------------|
| Quantitative analysis of fibre mixtures<br><i>Note 1</i> | 14-2005   | 50% polyester<br>50% cotton | - 5%<br>- 5%       | + 5%<br>+ 5%       |
| Weave  |   | Jersey knit                 | Jersey knit        | Jersey knit        |
| Unit mass of fabrics                                     | 5.1-M90   | 175 g/m <sup>2</sup>        | - 3%               |                    |

***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.





Correctional Service Canada / Service correctionnel Canada

*Annex / "F" / Annexe*

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**

|                                       |   |                   |                |                              |                                  |
|---------------------------------------|---|-------------------|----------------|------------------------------|----------------------------------|
| <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**

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?

1.  Yes / Oui  No / Non

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

2.  Yes / Oui  No / Non

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?

3.  Yes / Oui  No / Non

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?

4.  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 mouillées 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 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

|   |                   |   |                   |   |                   |
|---|-------------------|---|-------------------|---|-------------------|
| 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) |
|---|-------------------|---|-------------------|---|-------------------|

## **ANNEX "G"**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)