



**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**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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> Twill and Lining	
<b>Solicitation No. - N° de l'invitation</b> 21C31-163207/A	<b>Date</b> 2016-06-21
<b>Client Reference No. - N° de référence du client</b> 21C31-163207	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> pr737.21C31-163207	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$SPR-737-71109	
<b>Date of Original Request for Standing Offer</b> 2016-06-17	
<b>Date de la demande de l'offre à commandes originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-07-27</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dusenbury, Debbie	<b>Buyer Id - Id de l'acheteur</b> pr737
<b>Telephone No. - N° de téléphone</b> (873) 469-3175 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5454
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  See ANNEX "A".	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**This solicitation amendment no. 001 is to re-issue English version of solicitation to correct formatting.**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

### **1.2**

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

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information 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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Requirement, the Technical Requirement for items 001-002, the form CSC/SCC 1279 Institutional Access – CPIC Clearance Request, the Electronic Payment Instruments, and the Quarterly Report template.

## 1.2 Summary

1.2.1 CORCAN Correctional Service of Canada requires a Regional Individual Standing Offer on an "as & when" basis for a 12-month period with the possibility of 2 twelve-month extension periods for Utility twill (item 001) and Lining and Insulation (item 002) in accordance with Annexes "A", "B", "C" and "D" and Canadian General Standards Board (CGSB) CAN/CGSB 4.2.

### **Item 001: (Utility twill)**

Utility twill, 65% polyester / 35% cotton, forest green (C3899), basis weight 242 g/m2 (7.14 oz/yd2) with pre-polymerized\* wrinkle resistant finish, 2 x 1 weave and 60 to 66 inches wide;

\*pre-polymerized – refers to the process used for the crease resistance of the fabric. A treatment of the fibers in the fabric to enhance the "shape memory" (wrinkle-resistance) of the fabric.

Fabric must comply with the standards of the Canadian General Standards Board (CGSB) as specified in Annex "B".

### **Item 002: (Lining and Insulation)**

Lining, 100% soft nylon filament or 100% polyester, black, basis weight 67.8g/m2 (2 oz/yd2), 60 inches width after quilting;

Fabric must comply with the standards of the Canadian General Standards Bureau (CGSB) as specified in Annex "C".

Insulation, 100% bonded polyester fill, 200g/m2 (5.9 oz/yd2) and lining must be quilted in diamond-shapes, sides approximately 9 cm, with nylon thread, insulation is to be sandwiched between the lining and the scrim and then quilted together.

Fabric must comply with the standards of the Canadian General Standards Bureau (CGSB) as specified in Annex "D".

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

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

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

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

## 1.3 Security Requirements

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

## 1.4 Debriefings

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

## **PART 2 - OFFEROR INSTRUCTIONS**

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

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

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

The 2006 (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.

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 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](mailto: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](mailto: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: Rosy Gupta ([rosy.gupta@tpsgc-pwgsc.gc.ca](mailto:rosy.gupta@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](mailto: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@tpsgc-pwgsc.gc.ca](mailto:wst-pa-edm@tpsgc-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@pwgsc-tpsgc.gc.ca](mailto:linda.harding@pwgsc-tpsgc.gc.ca))

Public Works & Government Services Canada

Acquisitions Branch

Clothing & Textiles Division

Floor 6A2, Phase 3, Place du Portage

11 Laurier Street

Gatineau, Quebec

K1A 0S5 (if regular mail)

J8X 4A6 (if by courier)

TEL: 873-469-3175

FAX: 819-956-5454

Attention: Debbie Dusenbury ([debbie.dusenbury@pwgsc-tpsgc.gc.ca](mailto:debbie.dusenbury@pwgsc-tpsgc.gc.ca))

## **2.6 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 (refer to Section 1 below)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.
- 3) Green Initiatives (for PWGSC information only)  
Offerors are requested to provide details of their policies and practices in relation to the following initiatives:
  - environmentally responsible manufacturing;
  - environmentally responsible waste disposal;
  - waste reduction;
  - packaging;
  - re-use strategies;
  - recycling.

#### **Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work (reference pre-award sample, Part 4, Evaluation Procedures, 1.1.1 Mandatory Technical Criteria)

#### **Section II: Financial Offer**

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

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" 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 and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

##### **Pre-Award Sample(s) and Supporting Documentation**

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

- ***One (1) metre in length, full width must constitute a pre-award sample for Items 001 (Utility Twill)***
- ***One (1) metre in length, full width must constitute a pre-award sample for item 002 (lining quilted with insulation)***

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

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

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

If an Offeror has inadvertently omitted the submission of test results with the offer, the Standing Offer Authority will inform the Offeror in writing and provide the Offeror with two (2) working days from the request to submit the test results. Failure to comply with the request within the specified timeframe will result in the bid being declared non-responsive.

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

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

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

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

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

#### **4.2 Basis of Selection**

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

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. 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 SACC Manual clause A3050T (2014/11/27) Canadian Content Definition****Rules of Origin - Textiles**

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

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

**Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

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

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

The Offeror certifies that:

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

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

**Plant Location**

Item(s) will be manufactured at: \_\_\_\_\_

**5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

**5.2.1 Integrity Provisions – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada-Labour's website.

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

### 5.2.3 Samples and Production Certification

The Offeror certifies that:

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

## PART 6 - FINANCIAL REQUIREMENTS

### 6.1 Financial Capability

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

#### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

2005 (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 with 12 months from the date of issuance of the standing offer.

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

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

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer up to 2 additional 12-months periods under the same conditions and at the rates or prices specified in the Standing Offer.

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

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

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

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

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

Telephone: 873-469-3175      Facsimile: 819-956-5454  
E-mail address: debbie.dusenbury@tpsgc-pwgsc.gc.ca

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

### **7.5.2 Project Authority**

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

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

### **7.5.3 Technical Authority**

The Technical Authority for the Standing Offer is:

#### **Technical Authority Mailing/Shipping Address (CORCAN)**

Correctional Services Canada / CORCAN

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

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

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

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

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

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

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**7.5.4 Offeror's Representative**

The person responsible for:

**General enquiries**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Delivery follow-up**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**7.6 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer are: CORCAN Institutions in Drummondville, Cowansville, or Laval, Quebec.

**7.7 Call-up Instrument**

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

**7.8 Limitation of Call-ups**

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

**7.9 Financial Limitation**

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

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

**7.10 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (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” - Statement of Requirement;
- f) Annexes “B”, “C” and “D” - Technical specifications for the Twill (Item 001) and Lining and Insulation (Item 002)
- g) Annex “F” – Institutional Access – CPIC Clearance Request form
- h) the Offeror's offer dated \_\_\_\_\_ (insert date of offer),

**7.11 Certifications and Additional Information****7.11.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. 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.

**7.12 Applicable Laws**

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

**7.13 Plant Closing**

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

**Year 1**

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

**Extension – Year 2**

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

**Extension – Year 3**

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

**7.14 Plant Location**

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

## **7.15 Standards**

### **7.15.1 Canadian General Standards Board (CGSB) - Standards**

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

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

## **A. 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.

### **8.1 Statement of Requirement**

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

### **8.2 Standard Clauses and Conditions**

#### **8.2.1 General Conditions**

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

### **8.3 Term of Contract**

#### **8.3.1 Delivery Date**

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

### **8.4 Payment**

#### **8.4.1 Basis of Payment**

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

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

#### **8.4.2 SACC Manual Clauses**

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

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **8.5 Invoicing Instructions**

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

2. Invoices must be distributed as follows:

(a) One (1) copy must be forwarded to the following address:

CORCAN Textile  
Drummond Institution  
2025 Jean-de-Brebeuf Blvd.  
Drummondville, QC J2B 7Z6

Attention: \_\_\_\_\_ (to be inserted at contract award)

Email: \_\_\_\_\_ (to be inserted at contract award)

(b) The Original and one (1) copy must be forwarded to the consignee for certification and payment.

#### **8.6 Subcontractor(s)**

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

Name of Company: \_\_\_\_\_

Location: \_\_\_\_\_

Value of subcontract: \$ \_\_\_\_\_

Nature of subcontracting work performed: \_\_\_\_\_

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

#### **8.7 Overshipment**

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

#### **8.8 Materials: Contractor Total Supply**

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

## **8.9 Delivery**

### **8.9.1 Delivery - Appointments**

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

### **8.9.2. Onsite Escorted Access – No Access to Protected and/or Classified Information or Assets**

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

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

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

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

### **8.9.3 Shipping Instructions - Delivery at Destination**

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

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

#### **8.9.4 Packaging**

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

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

##### Special Instructions:

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

#### **8.9.5 Rejected Goods**

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

#### **8.10 Assessment of Faults in Textile Fabrics**

1. The fabric detailed in the Contract must be free from defects such as imperfections and blemishes that may adversely affect its appearance or serviceability when viewed under inspection conditions satisfactory to the Quality Assurance Representative (QAR).
2. Any defect acceptable to the QAR must be strung (flagged) along the right hand selvedge of the face side using colourfast strings for each two (2) linear decimetres where the defect occurs (not applicable to narrow fabrics 15 cm or less in width).
3. The Contractor must deduct allowances from the gross piece length for each defect or splice, on the basis of two (2) linear decimetres per fault. The Contractor must record gross length, net length and number of splices on each piece ticket.
4. Fabric with more than **12 defects per 100 metres linear** (or 10 defects per 100m<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.

#### **8.11 Quantity - Minimum 95% - Fabric**

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

#### **8.12 Pre-Production Samples**

1. The Contractor must provide one (1) pre-production sample of each of the following items: **001, and 002 (lining and insulation)**, to the Technical Authority for acceptance within **21** calendar days from issuance date of standing offer whichever is later.
  - ***One (1) metre in length, full width must constitute a pre-production sample for Item 001 (Utility twill)***
  - ***One (1) metre in length, full width must constitute a pre-production sample for item 002 (lining quilted with insulation)***
2. If the pre-production samples are rejected, the Contractor must submit second pre-production samples within **15** calendar days of notification of rejection from the Technical Authority.
3. If the pre-production samples are accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.
4. Rejection by the Technical Authority of the second pre-production samples submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.
5. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.
6. In addition to providing the pre-production sample(s), the Contractor must provide laboratory test reports, as applicable, to the Contracting Authority and Technical Authority, transportation charges prepaid, and without charge to Canada.
7. The pre-production samples submitted by the Contractor will remain the property of Canada.
8. The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the pre-production samples. A copy of this notification will also be provided by the Technical Authority to the Contracting Authority. The notice of the full acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.
9. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the pre-production samples are fully acceptable or conditionally acceptable. Any production of items before pre-production sample acceptance will be at the sole risk of the Contractor.
10. The requirement for pre-production samples may be waived. The waiving of the requirement for pre-production samples will be at the sole discretion of the Technical Authority and, if the waiver is granted, it will be evidenced in writing by the Technical Authority to the Contractor and the Contracting Authority.

## **ANNEX "A"**

### **REQUIREMENT**

#### **1. TECHNICAL REQUIREMENT**

CORCAN Correctional Service of Canada requires a Regional Individual Standing Offer on an "as & when" basis for a 12-month period with the possibility of two (2) 12-month extension periods for Utility twill (item 001) and Lining and Insulation (item 002) in accordance with Annexes "A", "B", "C" and "D" and Canadian General Standards Board (CGSB) CAN/CGSB 4.2.

##### **Item 001:**

Utility twill, 65% polyester / 35% cotton, forest green (C3899), basis weight 242 g/m2 (7.14 oz/yd2) with pre-polymerized\* wrinkle resistant finish, 2 x 1 weave and 60 to 66 inches wide;

Fabric must comply with the standards of the Canadian General Standards Board (CGSB) as specified in Annex "B".

\*pre-polymerized – refers to the process used for the crease resistance of the fabric. A treatment of the fibers in the fabric to enhance the "shape memory" (wrinkle-resistance) of the fabric.

##### **Item 002:**

Lining, 100% soft nylon filament or 100% polyester, black, basis weight 67.8g/m2 (2 oz/yd2), 60 inches width after quilting;

Fabric must comply with the standards of the Canadian General Standards Bureau (CGSB) as specified in Annex "C".

Insulation, 100% bonded polyester fill, 200g/m2 (5.90 oz/yd2) and lining must be quilted in diamond-shapes, sides approximately 9 cm, with nylon thread, insulation is to be sandwiched between the lining and the scrim and then quilted together.

Fabric must comply with the standards of the Canadian General Standards Bureau (CGSB) as specified in Annex "D".

#### **2. ADDRESSES**

<b>Destination Address</b>	<b>Invoicing Address</b>
CORCAN Drummond Institution, 2025 Jean-de-Brebeuf Blvd. Drummondville, QC J2B 7Z6	As per article 8.5 « Invoicing Instructions » CORCAN - Textile
CORCAN Cowansville, Institution 400 rue Fordyce, Cowansville, QC J2K 3N7	As per article 8.5 « Invoicing Instructions » CORCAN – Textile
CORCAN Federal Training Centre 205 Montee St-Francois, Laval, QC H7C 2S3	As per article 8.5 « Invoicing Instructions » CORCAN – Textile

**3. DELIVERABLES for YEAR 1**

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP to Quebec, Transportation costs included, Applicable Taxes extra
<b>1</b>	Utility twill, 65% polyester, 35% cotton, forest Green (C3899), basis weight 242 g/m2 (7.14 oz/yd2) with pre-polymerized wrinkle resistant finish, 2 x 1 weave and 60 to 66 inches wide in accordance with Annex "A" and Annex "B" (Technical Specifications).	35,000	Meter	\$ _____
<b>2</b>	Lining, 100% soft nylon filament or 100% polyester, black, basis weight 67.8g/m2 (2oz/yd2), 60 inches wide after quilting, in accordance with Annex "A" and Annex "C" (Technical Specifications).  Insulation, 100% bonded polyester fill, 200g/m2 (5.90 oz/yd2) and lining must be quilted in diamond-shapes, sides approximately 9 cm, with nylon thread, insulation is to be sandwiched between the lining and the scrim and then quilted together, in accordance with Annex "A" and Annex "D" (Technical Specifications).	12,000	Meter	\$ _____

**EXTENSION (YEAR 2) – Item 001: Utility Twill**

Size	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP to Quebec, Transportation costs included, Applicable Taxes extra
Forest green (C3899), 60" to 66" wide	35,000	Meter	\$ _____
<b>TOTAL</b>	<b>35,000</b>		

**EXTENSION (YEAR 2) – Item 002: Lining and Insulation**

Size	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP to Quebec, Transportation costs included, Applicable Taxes extra
Black, 60" wide	12,000	Meter	\$ _____
<b>TOTAL</b>	<b>12,000</b>		

**EXTENSION (YEAR 3) – Item 001 : Twill Utility**

Size	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP to Quebec, Transportation costs included, Applicable Taxes extra
Forest green (C3899), 60" to 66" wide	35,000	Meter	\$ _____
<b>TOTAL</b>	<b>35,000</b>		

**EXTENSION (YEAR 3) – Item 002 - Lining and Insulation**

Size	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP to Quebec, Transportation costs included, Applicable Taxes extra
Black, 60" wide	12,000	Meter	\$ _____
<b>TOTAL</b>	<b>12,000</b>		

**21C31-163207**  
**TWILL AND LINING**  
**ANNEX "B"**

**Technical Specifications – Utility Twill (Item 001)**

FABRIC CONTENT: 65% POLYESTER 35% COTTON

Samples must meet all of the required specifications including the acceptable minima and maxima of the standards of the Canadian General Standards Board (CGSB) standards, as specified below:

Property	Evaluating & Acceptance Methodology CAN/CGSB 4.2	Specified Requirement	Minimum acceptable	Maximum acceptable
Quantitative Analysis of fibre mixtures <b>Note 1</b>	14.18-M91	65% polyester/ 35% cotton	-5%	+5%
Unit Mass of Fabrics	5.1-M90	242g/m <sup>2</sup> (7.14 oz/yd <sup>2</sup> )	-3%	
Weave		2 X 1	2 X 1	

**NOTE 1:**

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

**21C31-163207**

**TWILL AND LINING**

**ANNEX "C"**  
**Technical Specifications- Lining (Item 002)**

**FABRIC CONTENT: 100% SOFT FILAMENT OR 100% 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	CAN/CGSB 4.2 evaluation and acceptance method	Required Specifications	Minimum acceptable	Maximum acceptable
Quantitative Analysis of Multi-Fibre Blends <b>NOTE 1</b>	14.18-M91	100% soft filament or 100% polyester	-5%	+5%
Unit Mass of Fabrics	5.1-M90	67.8 g/m2 (2 oz/yd2)	-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 the retest result.

**21C31-163207****TWILL AND LINING****ANNEX "D"****Technical Specifications- Insulation (Item 002)****FABRIC CONTENT: 100% POYESTER FILL**

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:

<b>Property</b>	<b>CAN/CGSB 4.2 evaluation and acceptance method</b>	<b>Required specifications</b>	<b>Acceptable minimum</b>	<b>Acceptable maximum</b>
Quantitative analysis of fibre mixtures Note 1	14.18-M91	100% polyester fill	- 5%	+ 5%
Unit Mass of Fabrics	5.1-M90	200g/m2 (5.90 oz/yd2)	-5%	

**Note:**

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

## **ANNEX “1” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

The Offeror accepts to be paid by 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)

Solicitation No. - N° de l'invitation  
**21C31-163207**  
Client Ref. No. - N° de réf. du client  
**21C31-163207**

Amd. No. - N° de la modif.  
**001**  
File No. - N° du dossier  
**pr737.21C31-163207**

Buyer ID - Id de l'acheteur  
**pr737**  
**21\_JUNE\_2016**

**21C31-163207**

**TWILL AND LINING  
ANNEX "E"**

**QUARTERLY REPORT TEMPLATE**

**Standing Offer Number:** 21C31-163207/001/PR

**Reporting Period (start date to end date):** \_\_\_\_\_

Date	Call-up #	Description of Item	Quantity	Total Billing
<b>TOTAL</b>				\$

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

**Prepared by:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone no.: \_\_\_\_\_

Solicitation No. - N° de l'invitation

**21C31-163207**

Client Ref. No. - N° de réf. du client

**21C31-163207**

Amd. No. - N° de la modif.

**001**

File No. - N° du dossier

**pr737.21C31-163207**

Buyer ID - Id de l'acheteur

**pr737**

**21\_JUNE\_2016**

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**21C31-163207**  
**TWILL AND LINING**  
**ANNEX "F"**  
**INSTITUTIONAL ACCESS – CPIC CLEARANCE REQUEST (FORM CSC/SCC 1279)**

form CSC/SCC 1279 Institutional Access – CPIC Clearance Request

(See attached)