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**This request for a Standing Offer follows the letter of interest # E6MON-150005/A  
published on March 23, 2016.**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY.....	3
1.3 SECURITY REQUIREMENTS FOR CSC ONLY (SEE ANNEX C ATTACHED).....	4
1.4 DEBRIEFINGS.....	4
<b>PART 2 - OFFEROR INSTRUCTIONS.....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS.....	5
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	5
2.4 APPLICABLE LAWS.....	6
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	9
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION.....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	10
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	10
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS.....</b>	<b>11</b>
6.1 SECURITY REQUIREMENTS RELATED TO CSC ONLY (SEE ANNEX C ATTACHED).....	11
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES.....</b>	<b>11</b>
<b>A. STANDING OFFER.....</b>	<b>11</b>
7.1 OFFER.....	11
7.2 SECURITY REQUIREMENTS RELATED TO CSC ONLY (SEE ANNEX C ATTACHED).....	11
7.3 STANDARD CLAUSES AND CONDITIONS.....	11
7.4 TERM OF STANDING OFFER.....	12
7.5 AUTHORITIES.....	13
7.6 IDENTIFIED USERS.....	14
7.7 CALL-UP INSTRUMENT.....	14
7.8 LIMITATION OF CALL-UPS.....	14
7.9 FINANCIAL LIMITATION - N/A.....	14
7.10 PRIORITY OF DOCUMENTS.....	14
7.11 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	15
7.12 APPLICABLE LAWS (TO BE COMPLETED BY THE BIDDER).....	15
<b>B. RESULTING CONTRACT CLAUSES.....</b>	<b>15</b>
7.1 REQUIREMENT.....	16

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7.2	STANDARD CLAUSES AND CONDITIONS.....	16
7.3	TERM OF CONTRACT.....	16
7.4	PAYMENT .....	16
7.5	INVOICING INSTRUCTIONS .....	17
7.6	INSURANCE.....	17
7.7	SACC <i>MANUAL</i> CLAUSES.....	17
<b>ANNEX « A ».....</b>		<b>19</b>
	REQUIREMENT: PRODUCTS AND DISCOUNTS .....	19
<b>ANNEX « B ».....</b>		<b>26</b>
	LIST OF MANUFACTURERS (SIGNATURE ON NEXT PAGE) .....	26
<b>ANNEX « C ».....</b>		<b>28</b>
	SECURITY REQUIREMENTS RELATED TO CSC ONLY .....	28
<b>ANNEX « D ».....</b>		<b>29</b>
	DELIVERY ADDRESSES .....	29
<b>ANNEX « E ».....</b>		<b>32</b>
	QUARTERLY REPORTS (EXAMPLE).....	32
<b>ANNEX « F ».....</b>		<b>33</b>
	ELECTRONIC PAYMENT INSTRUMENTS.....	33
<b>ANNEX « G ».....</b>		<b>34</b>
	COMPLETE LIST OF COMPANY BOARD OF DIRECTORS.....	34

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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 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:
  - 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:

Requirement (Products and discounts), List of Manufacturers, Security Requirements for Correctional Services Canada and any other annexes

### **1.2 Summary**

- 1.2.1 Request for Regional Master Standing Offer (RMSO) to supply various hardware products specified in Annex A (Products and Discounts), on an as-and-when required

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basis, to be delivered FOB destination to various Federal Departments and Agencies located in the province of Quebec.

Period: For a two (2) year period, from October 1, 2016 to September 30, 2018 and including the right for Canada to authorize a possibility of additional period of one (1) year from October 1, 2018 to September 30, 2019.

**No minimum quantity guaranteed. No delivery minimum will be accepted.**

- 1.2.2 "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), of the North American Free Trade Agreement (NAFTA), of Canada Free Trade Agreements with Peru/Colombia/Panama and the Agreement on Internal Trade (AIT)."
- 1.2.3 "The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification.](#)"

### **1.3 Security Requirements for CSC only (see Annex C attached)**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **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](#)

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(<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: **90 days**

### **2.1.1 SACC Manual Clauses**

A3015T (2014-06-26), Certifications – Bid  
M1004T (2016-01-28), Condition of Material

## **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 **ten (10) 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

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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 Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Canada requests that Offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (1 hard copy)
- 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:

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

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

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

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

Offerors must submit their financial offer in accordance with the Annex A – Requirement/ Products and Discounts. 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 “F” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “F” 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**

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- (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

***An offer must comply with all the mandatory requirements and meet all mandatory technical criteria to allow for proper evaluation of your offer. Failure to comply will render your offer non responsive.***

- 1- Acceptance of all the terms and conditions of this Request for a Standing Offer.

##### 4.1.1.1 Mandatory Technical Criteria

- 1- Be an authorized distributor/dealer of at least 40 % of the **116 trademarks listed** in Annex **B** – List of manufacturers. \* The signature of the distributor/dealer attesting to this criteria in Annex **B** will be a mandatory requirement.
- 2- Offer firm percentage discount rate (**the FPDR**) on at least 40 % of the **155 hardware products listed** in Annex **A** – Requirement / Products and discounts. FPDR must be FOB Destination – including transportation and all delivery costs AND must be based on the **Manufacturer suggested retail price (MSRP)** list. \* Only the FPDR offered by an authorized distributor/dealer will be accepted and assessed during the evaluation.
- 3- Comply with the needs and requirements including the delivery time frame set out in Annex **A** – Requirement/Products and discounts.

#### 4.1.2 Financial Evaluation

- A) Financial evaluation will be based on FPDR offered for the 2 year period (firm) and the optional year.

To determine the offer with the lowest evaluated price, estimated values for each item in Annex **A** will be assessed (estimated values less the discounted rate) according to the FPDR offered by the bidder. There will be no assessment for item(s) for which a discounted rate has not been provided (0% will be applied for the assessment). The total value obtained according to the discounted rates offered will determine the lowest evaluated price.

- B) Comply with proposed pricing methods.

##### 4.1.2.1 SACC Manual Clause

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M0222T (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors

Note 1: Estimated values (Annex A – Requirement/Products and discounts) are in CAD \$ and for evaluation purposes only. Applicable taxes extra.

## 4.2 Basis of Selection

### 4.2.1 SACC Manual Clause: M0031T (2007-05-25), Basis of Selection

To be declared responsive, an offer must:

Offeror must offer a firm discounts on at least 40 % of the **155 hardware products** (Annex A – Requirement / Products and discounts) AND be an authorized distributor/dealer for at least 40 % of the **116 trademarks included** (Annex B – List of manufacturers). \* Only firm discounts for which an offeror is an authorized distributor/dealer will be accepted.

- A) The responsive offer with the lowest evaluated price for the 2 year period (firm) plus the optional year will be recommended for issuance of the standing offer (SO).

Note 1: Canada reserves the right to issue up to four (4) standing offers.

Note 2: A note on how to use the RMSO(s) to the Departments and Agencies will be part of Annex "A" regarding **item #155 – Other Products**. The note will indicate that it is the departments/agencies responsibility to order/choose the least expensive (most economical) hardware item(s) for Canada in subsequent call-ups.

## 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.

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## 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) (<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.

### 5.2 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) (<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,

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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.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements related to CSC only (see Annex C attached)**

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution/site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CIPC) verification of identity/information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution/site. CSC reserves the right to deny access to any institution/site or a part of the site of any Contractor personnel, at any time.

## **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 related to CSC only (see Annex C attached)**

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution/site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CIPC) verification of identity/information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution/site. CSC reserves the right to deny access to any institution/site or a part of the site of any Contractor personnel, at any time.

#### **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*

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(<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 paid for by a Government of Canada Acquisition Card.

The Offeror must provide 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.

Reports must be submitted every 3 months to:

**\*\*\* Send reports by email to \*\*\***

**[queocprmtl.quermsomtl@tpsgc-pwgsc.gc.ca](mailto:queocprmtl.quermsomtl@tpsgc-pwgsc.gc.ca)**

**and CC to:**

**[brunoandre.pommet@tpsgc-pwgsc.gc.ca](mailto:brunoandre.pommet@tpsgc-pwgsc.gc.ca)**

The reporting periods are defined as follows:

1st quarter: from October 1 to December 31;

2nd quarter: from January 1 to March 31;

3rd quarter: from April 1 to June 30;

4<sup>th</sup> quarter: from July 1 to September 30.

The data must be completed and submitted to the above mentioned person and no later than **15 calendar days** after the end of the reporting period.

### 7.4 Term of Standing Offer

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#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **October 1, 2016 to September 30, 2018**.

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **1 year period**, from **October 1, 2018 to September 30, 2019** 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 **90 days** before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### 7.5 Authorities

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: ***Bruno André Pommet***  
Title: Supply officer  
Public Works and Government Services Canada  
Acquisitions Branch Directorate  
Address: 800 La Gauchetière St, Portail South-East, 7th floor  
Montreal, Qc H5A 1L6  
Telephone: 514-496-3802  
Facsimile: 514-496-3822  
E-mail address: [brunoandre.pommet@tpsgc-pwgsc.gc.ca](mailto:brunoandre.pommet@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 Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### 7.5.2 Project Authority

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

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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 Offeror's Representative (to be completed by the bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax.: \_\_\_\_\_  
Email: \_\_\_\_\_

### 7.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

**Montreal Region:** The area of Montreal (city), of the Metropolitan Montreal, of the areas extending to Sherbrooke (east), to the National Capital Region (west – excluding it), to Trois-Rivières (north) and the surroundings.

**Quebec Region:** The area of Quebec (city), of the Metropolitan Quebec, of Valcartier, of Donnacona and the surroundings

### 7.7 Call-up Instrument

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

### 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 – N/A

### 7.10 Priority of Documents

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If there is a discrepancy between the wordings 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 2010A (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract;
- e) the general conditions 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract;
- f) Annex A, Requirement/Products/Discounts;
- g) Annex B, List of Manufacturers;
- h) Annex C, Security Requirements related to CSC only;
- i) Annex D, Various delivery addresses of CSC;
- j) Annex E, Quarterly Report (example);
- k) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## **7.11 Certifications 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 (to be completed by the bidder)**

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 \_\_\_\_\_.

## **B. RESULTING CONTRACT CLAUSES**

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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**

2010A (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 - Interest on Overdue Accounts, of 2010A (2016-04-04), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 - Interest on Overdue Accounts, of 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

## **7.3 Term of Contract**

### **7.3.1 Delivery Date**

**Regular delivery** (item in stock): Delivery must be made **within 3 working days** after receipt of an order/call-up.

**Special delivery** (item not in stock): Delivery must be made **within four 10 working days** after receipt of an order/call-up.

## **7.4 Payment**

### **7.4.1 Basis of Payment**

See Annex A – Requirement/Products&Discounts

### **7.4.2 Single Payment**

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*SACC Manual* clause H1000C (2008/05/12), Single Payment

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

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

#### **7.4.3 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

#### **7.4.4 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);

#### **7.5 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" Item 10 of the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity).

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" Item 6 of the general conditions 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value).

#### **7.6 Insurance**

*SACC Manual* clause G1005C (2016-01-28) Insurance

#### **7.7 *SACC Manual* Clauses**

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)  
B1501C (2006-06-16), Electrical Equipment

Solicitation No. - N° de l'invitation  
E6MON-150005/B  
Client Ref. No. - N° de réf. du client  
E6MON-15-0005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-5-38365

Buyer ID - Id de l'acheteur  
mta030  
CCC No./N° CCC - FMS No./N° VME

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B7500C (2006-06-16), Excess Goods  
C2000C (2007-11-30), Taxes - Foreign-based Contractor  
C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

ANNEX « A »

REQUIREMENT: PRODUCTS AND DISCOUNTS

Item	Products type and Manufacturers	Estimated Value - Quebec Region	Percentage of discount offered - Quebec Region	Estimated Value - Montreal Region	Percentage of discount offered - Montreal Region
	<b>Various Equipment</b>				
1	Crescent (Apex)	\$80,000.	_____ %	\$60,000.	_____ %
2	Proto (Stanley)	\$80,000.	_____ %	\$60,000.	_____ %
3	Ridgid Tools	\$80,000.	_____ %	\$60,000.	_____ %
4	Gray Tools	\$80,000.	_____ %	\$60,000.	_____ %
5	Lufkin (Apex)	\$80,000.	_____ %	\$60,000.	_____ %
6	Stanley	\$80,000.	_____ %	\$60,000.	_____ %
7	H.K. Porter (Apex)	\$80,000.	_____ %	\$60,000.	_____ %
8	Armstrong (Apex)	\$80,000.	_____ %	\$60,000.	_____ %
9	Innovak (Fuller)	\$80,000.	_____ %	\$60,000.	_____ %
10	Snap-On (Bahco)	\$80,000.	_____ %	\$60,000.	_____ %
11	Gearwrench (Apex)	\$80,000.	_____ %	\$60,000.	_____ %
12	Sandvick (Bahco)	\$80,000.	_____ %	\$60,000.	_____ %
13	Greenlee	\$80,000.	See note 2	\$60,000.	See note 2
14	Starrett	\$80,000.	_____ %	\$60,000.	_____ %
15	Weller (Apex)	\$80,000.	_____ %	\$60,000.	_____ %
16	Klein Tool	\$80,000.	_____ %	\$60,000.	_____ %
17	Ideal Tools	\$80,000.	_____ %	\$60,000.	_____ %
18	GoldBlatt (GreatStar Tools)	\$80,000.	_____ %	\$60,000.	_____ %
19	Top Ring	\$80,000.	_____ %	\$60,000.	_____ %
20	Allen (Apex)	\$80,000.	_____ %	\$60,000.	_____ %
21	Irwin	\$80,000.	_____ %	\$60,000.	_____ %
22	Campbell	\$80,000.	_____ %	\$60,000.	_____ %
23	Dynamic Tools (Gray Tool)	\$80,000.	_____ %	\$60,000.	_____ %
24	Tuffgrade	\$80,000.	_____ %	\$60,000.	_____ %
25	Sunnex	\$80,000.	_____ %	\$60,000.	_____ %
26	OTC	\$80,000.	_____ %	\$60,000.	_____ %
	<b>Bolts (various)</b>				
27	Stanley	\$50,000.	_____ %	\$40,000.	_____ %
28	Fasco	\$50,000.	See note 2	\$40,000.	See note 2
29	Mallory	\$50,000.	See note 2	\$40,000.	See note 2

30	Ideal	\$50,000.	%	\$40,000.	%
31	Richelieu	\$50,000.	%	\$40,000.	%
32	Androck	\$50,000.	%	\$40,000.	%
33	Canaropa	\$50,000.	%	\$40,000.	%
34	Onward-Cluthe	\$50,000.	%	\$40,000.	%
<b>Doors knobs, Lockets (various)</b>					
35	Richelieu	\$30,000.	%	\$20,000.	%
36	Androck	\$30,000.	%	\$20,000.	%
37	Canaropa	\$30,000.	%	\$20,000.	%
38	Corbin	\$30,000.	%	\$20,000.	%
39	Weiser	\$30,000.	%	\$20,000.	%
40	Onward-Cluthe	\$30,000.	%	\$20,000.	%
<b>Screws (various)</b>					
41	Robertson/Whit	\$50,000.	%	\$40,000.	%
42	Uscan	\$50,000.	%	\$40,000.	%
43	Androck	\$50,000.	%	\$40,000.	%
44	Reliable	\$50,000.	%	\$40,000.	%
45	Papco/H. Paulin	\$50,000.	%	\$40,000.	%
46	Papco automotive	\$50,000.	%	\$40,000.	%
47	Spae-Naur	\$50,000.	See note 2	\$40,000.	See note 2
48	Infasco	\$50,000.	See note 2	\$40,000.	See note 2
<b>Shovels</b>					
49	Garant	\$25,000.	%	\$10,000.	%
50	True Tempe	\$25,000.	%	\$15,000.	%
<b>Accessories</b>					
51	Rubberset	\$25,000.	%	\$15,000.	%
52	Grumbacker (Demco)	\$25,000.	%	\$15,000.	%
53	Simms	\$25,000.	%	\$15,000.	%

<b>Power Tools</b>					
54	Black & Decker (Dewalt)	\$50,000.	%	\$40,000.	%
55	Skill	\$50,000.	%	\$40,000.	%
56	Walter	\$50,000.	%	\$40,000.	%
57	Chicago Pneumatic	\$50,000.	%	\$40,000.	%
58	Makita	\$50,000.	%	\$40,000.	%
59	Milwaukee	\$50,000.	%	\$40,000.	%
60	Bosch	\$50,000.	%	\$40,000.	%
61	Delta	\$50,000.	%	\$40,000.	%

62	Ingersoll Rand	\$50,000.	_____ %	\$40,000.	_____ %
	<b>Tools for Files, Forest, Bits, Metal (various)</b>				
63	Butterfield	\$20,000.	_____ %	\$10,000.	_____ %
64	Nicholson (Apex)	\$20,000.	_____ %	\$10,000.	_____ %
65	Dormer	\$20,000.	_____ %	\$10,000.	_____ %
66	Greenfield Drills & Taps	\$20,000.	_____ %	\$10,000.	_____ %
67	Greenlee	\$20,000.	See note 2	\$10,000.	See note 2
68	Desmond	\$50,000.	_____ %	\$40,000.	_____ %
	<b>Blades and Knives</b>				
69	Black & Decker	\$20,000.	_____ %	\$10,000.	_____ %
70	Wiss (Apex)	\$20,000.	_____ %	\$10,000.	_____ %
71	Richard	\$20,000.	_____ %	\$10,000.	_____ %
72	Sandvick (Bahco)	\$20,000.	_____ %	\$10,000.	_____ %
73	Olfa	\$20,000.	_____ %	\$10,000.	_____ %
	<b>Glue and Solvent</b>				
74	Mulco	\$20,000.	_____ %	\$10,000.	_____ %
75	Lepage Cons	\$20,000.	See note 2	\$10,000.	See note 2
76	Lepage Ind.	\$20,000.	See note 2	\$10,000.	See note 2
77	Loctite	\$ 20,000.	_____ %	\$10,000.	_____ %
78	3M	\$ 20,000.	_____ %	\$10,000.	_____ %
79	Bio Circle	\$ 20,000.	_____ %	\$10,000.	_____ %
80	Walter	\$ 20,000.	_____ %	\$10,000.	_____ %
	<b>Chains and accessories</b>				
81	Campbell Chain	\$30,000.	_____ %	\$15,000.	_____ %
82	Vanguard	\$30,000.	_____ %	\$15,000.	_____ %
83	Crosby	\$30,000.	_____ %	\$15,000.	_____ %
	<b>Anchorage</b>				
84	Androck	\$30,000.	_____ %	\$15,000.	_____ %
85	ITW Read Head	\$30,000.	_____ %	\$15,000.	_____ %
86	Uscan	\$30,000.	_____ %	\$15,000.	_____ %
87	Powers	\$30,000.	See note 2	\$15,000.	See note 2
88	ITW Buildex	\$30,000.	_____ %	\$15,000.	_____ %
89	Buildex Tapcon	\$30,000.	_____ %	\$15,000.	_____ %
90	Cobra	\$30,000.	_____ %	\$15,000.	_____ %
	<b>Padlocks</b>				
91	Master Lock	\$25,000.	_____ %	\$15,000.	_____ %
92	Guard	\$25,000.	_____ %	\$15,000.	_____ %

Solicitation No. - N° de l'invitation  
E6MON-150005/B  
Client Ref. No. - N° de réf. du client  
E6MON-15-0005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-5-38365

Buyer ID - Id de l'acheteur  
mta030  
CCC No./N° CCC - FMS No./N° VME

93	Canaropa	\$25,000.	_____ %	\$15,000.	_____ %
94	Abus	\$25,000.	_____ %	\$15,000.	_____ %
	<b>Nails and Polythene</b>				
95	Duchesne (Poly)	\$30,000.	_____ %	\$15,000.	_____ %
96	Duchesne (clous)	\$30,000.	_____ %	\$15,000.	_____ %
97	Balcan Plastic	\$30,000.	_____ %	\$15,000.	_____ %
98	Ralston	\$30,000.	_____ %	\$15,000.	_____ %
	<b>Abrasives and accessories</b>				
99	3m	\$20,000.	_____ %	\$10,000.	_____ %
100	Walter	\$20,000.	_____ %	\$10,000.	_____ %
101	Abrasif JJS	\$20,000.	_____ %	\$10,000.	_____ %
	Carborundum	\$20,000.	_____ %	\$10,000.	_____ %
103	Sait	\$20,000.	_____ %	\$10,000.	_____ %
	<b>Fans</b>				
104	Seabreeze, chauff	\$15,000.	_____ %	\$10,000.	_____ %
105	Seabreeze vent.	\$15,000.	_____ %	\$10,000.	_____ %
106	Weatherworks	\$15,000.	_____ %	\$10,000.	_____ %
107	Canarm	\$15,000.	_____ %	\$10,000.	_____ %
108	Canarm	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Silicone</b>				
109	GE	\$19,000.	_____ %	\$10,000.	_____ %
110	Mulco	\$19,000.	_____ %	\$10,000.	_____ %
111	Lepage	\$19,000.	See note 2	\$10,000.	See note 2
112	Tremco	\$19,000.	_____ %	\$10,000.	_____ %
	<b>Staplers &amp; Staples</b>				
113	Arrow Fastener	\$22,000.	_____ %	\$15,000.	_____ %
114	Stanley	\$22,000.	_____ %	\$15,000.	_____ %
	<b>Houseware items</b>				
115	Black & Decker	\$50,000.	_____ %	\$30,000.	_____ %
	<b>Welding guns &amp; Accessories</b>				
116	Chidaca	\$20,000.	_____ %	\$14,000.	_____ %
117	Wexford	\$20,000.	_____ %	\$14,000.	_____ %
118	Westward	\$20,000.	_____ %	\$14,000.	_____ %
	<b>Wheels</b>				
119	Bassick (Colson Casters)	\$15,000.	_____ %	\$10,000.	_____ %

Solicitation No. - N° de l'invitation  
E6MON-150005/B  
Client Ref. No. - N° de réf. du client  
E6MON-15-0005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-5-38365

Buyer ID - Id de l'acheteur  
mta030  
CCC No./N° CCC - FMS No./N° VME

120	Can-Am (Colson Casters)	\$15,000.	_____ %	\$10,000.	_____ %
121	Blickle	\$15,000.	_____ %	\$10,000.	_____ %
122	Shepherd (Colson Casters)	\$15,000.	See note 2	\$10,000.	See note 2
123	Madico	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Cans and Baskets</b>				
124	Rubbermaid	\$25,000.	_____ %	\$15,000.	_____ %
125	GWM	\$25,000.	_____ %	\$15,000.	_____ %
126	Marino	\$25,000.	_____ %	\$15,000.	_____ %
	<b>Brooms and Brushes</b>				
127	Marino	\$15,000.	_____ %	\$10,000.	_____ %
128	Atlas Graham	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Scrapers</b>				
129	Ind. E. Lachance	\$15,000.	See note 2	\$10,000.	See note 2
130	Richard	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Working Gloves</b>				
131	Gantec	\$15,000.	_____ %	\$10,000.	_____ %
132	North	\$15,000.	_____ %	\$10,000.	_____ %
133	Ganka	\$15,000.	_____ %	\$10,000.	_____ %
134	Horizon	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Scotch Tape</b>				
135	Tesa	\$10,000.	_____ %	\$10,000.	_____ %
136	3M	\$10,000.	_____ %	\$10,000.	_____ %
137	Ralston	\$10,000.	_____ %	\$10,000.	_____ %
138	Tuff Grade	\$10,000.	_____ %	\$10,000.	_____ %
139	Cantech	\$10,000.	_____ %	\$10,000.	_____ %
	<b>Gas Carboy</b>				
140	Benz-o-Matic	\$20,000.	_____ %	\$10,000.	_____ %
	<b>Watering Accessories</b>				
141	Melnor	\$15,000.	_____ %	\$10,000.	_____ %
142	RCR Strata	\$15,000.	_____ %	\$10,000.	_____ %
143	Colorite Plastic Cda	\$15,000.	_____ %	\$10,000.	_____ %
	<b>Pully</b>				
144	Dynaline	\$20,000.	_____ %	\$10,000.	_____ %
145	Campbell	\$20,000.	_____ %	\$10,000.	_____ %
	<b>Soldering Guns</b>				
146	Benz-o-matic	\$20,000.	_____ %	\$10,000.	_____ %

147	Weller	\$20,000.	%	\$10,000.	%
	<b>Wheelbarrow</b>				
148	True Temper	\$10,000.	%	\$10,000.	%
149	Garant	\$10,000.	%	\$10,000.	%
	<b>Screen</b>				
150	Inter-Vic	\$30,000.	%	\$30,000.	%
	<b>Ladders</b>				
151	Featherlite	\$20,000.	%	\$10,000.	%
152	Glam	\$20,000.	%	\$10,000.	%
153	Louisville	\$20,000.	%	\$10,000.	%
154	Kleton	\$20,000.	%	\$10,000.	%

1. Firm percentage discount rates (FPDR), of at least 40% of all items, must be submitted and based on the common **Manufacturer suggested retail price (MSRP)**. MSRP: Where there is more than one column (discounts based on quantities), firm discount will apply to the column with the highest price.

2. For those items, with no MRSP listing, **please note that it is the departments/agencies responsibility to choose the less expensive (most economical) brand in subsequent call-ups** following the issuance of the SO(s) issued and by referring to « **OTHER HARDWARE PRODUCTS (Item # 155)**». **This item (#155) will not be considered during the bids' financial evaluation.**

**3. OTHER HARDWARE PRODUCTS: Item # 155**

**-Hardware:** *All objects, household goods, and small tools / equipment made from small metallurgy.*

**Prices must comply with all your catalogues and/or any products not described above and are available for sale through the supplier, at current published price less a discount of:**

\_\_\_\_\_ % **Montreal Region and the surrounding**

\_\_\_\_\_ % **Quebec Region and the surrounding**

*\*The end user can only include a maximum value of \$ 10,000.00 (Applicable tax included) for the item # 155- Other Products into the limit mentioned in section 7.8 Limitation of Call-ups.*

Solicitation No. - N° de l'invitation  
E6MON-150005/B  
Client Ref. No. - N° de réf. du client  
E6MON-15-0005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-5-38365

Buyer ID - Id de l'acheteur  
mta030  
CCC No./N° CCC - FMS No./N° VME

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4. **Regular delivery** (item in stock): Delivery must be made **within 3 working days** after receipt of an order/call-up.  
  
**Special delivery** (item not in stock): Delivery must be made **within four 10 working days** after receipt of an order/call-up.
  5. **Prices must be FOB Destination, including transportation and all delivery costs.**
  6. **Applicable taxes extra.**

**ANNEX « B »**

**LIST OF MANUFACTURERS (Signature on next page)**

<b>Manufacturiers Manufacturers</b>	<b>Oui Yes</b>	<b>Non No</b>	<b>Manufacturiers Manufacturers</b>	<b>Oui Yes</b>	<b>Non No</b>	<b>Manufacturiers Manufacturers</b>	<b>Oui Yes</b>	<b>Non No</b>
Abus			GoldBlatt (GreatStar Tools)			Ralston		
Allen			Gray Tools			Reliable		
Androck			Greenlee			Richard		
Arkon			Greenfield Drills & Taps			Richelieu		
Armstrong (Apex)			Grumbacker (Demco)			Rousseau metal		
Arrow Fastener			Guard			Rubbermaid		
Atlas Graham			H.K. Porter (Apex)			Ridgid Tools		
Balcan Plastic			Ideal Tool			Robertson / Whit		
Bassick (Colson Casters)			Horizon			Rubberset		
Benz-o-Matic			Infasco			Sandvik (Bahco)		
Black & Decker (Dewalt)			Ingersoll Rand			Seabreeze		
Blickle			Innovak (Fuller)			Shepherd (Colson Casters)		
Bio Circle			Inter-Vic			Sait		
Bosch			ITW Buildex			Skill		
Buildex Tapcon			ITW Read Head			Snap-on (Bahco)		
Butterfield			Irwin			Simms		
Cantech			JJS Abrasif			Sunnex		
Colorite Plastic			Kenmar			Sunrise		
Campbell			Klein Tool			Spae-Naur		
Can-Am (Colson Casters)			Kleton			Stanley		
Canarm			Lachance E.			Starrett		
Canaropa			Lepage			Tesa		
Carborudum			Lufkin (Apex)			Top Ring		
Chicago Pneumatic			Loctite			Tremco		
Cobra			Louisville			True Temper		
Chidaca			3M			Tuff Grade		
Campbell			Makita			Universal		
Corbin			Mallory			Uscan		
Crescent (Apex)			Marino			Vanguard		

Solicitation No. - N° de l'invitation  
 E6MON-150005/B  
 Client Ref. No. - N° de réf. du client  
 E6MON-15-0005

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 MTA-5-38365

Buyer ID - Id de l'acheteur  
 mta030  
 CCC No./N° CCC - FMS No./N° VME

Crosby			Master Lock			Walter		
Delta			Melnor			Weiser		
Desmond			Mulco			Weller (Apex)		
Dynaline			Milwaukee			Wexford		
Dormer			Madico			Wiss (Apex)		
Duchesne			National of Ca			Weatherworks		
Erie			North			Westward		
Featherlite			Nicholson (Apex)					
Fasco			OTC					
GE			Olfa					
GWM			Onward-Cluthe					
Ganka			Papco / H. Paulin					
Gantec			Plews					
Garant			Proto (Stanley)					
Gearwrench (Apex)			Powers					
Glam			RCA Strata					

**TO BE SIGNED:**

**THIS CONFIRMS OUR COMPANY \_\_\_\_\_**

**IS AN AUTHORIZED DISTRIBUTOR/DEALER FOR ALL MANUFACTURES  
 INDICATED ABOVE (YES) FOR THE PROVINCE OF QUEBEC.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

ANNEX « C »

SECURITY REQUIREMENTS RELATED TO CSC ONLY

Correctional Service Canada / Service correctionnel Canada		<b>PROTECTED / PROTÉGÉ B</b> ONCE COMPLETED / UNE FOIS REMPLI	
<b>INSTITUTIONAL ACCESS / CPIC CLEARANCE REQUEST</b>		<b>ACCÈS À UN ÉTABLISSEMENT / DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC</b>	
PUT AWAY ON FILE - CLASSER AU DOSSIER ADMINISTRATIVE OR OPERATIONAL FILE / DOSSIER ADMINISTRATIF OU OPÉRATIONNEL Original = 3170-12			
Institution - Établissement		Request received / Demande reçue le	Date (YYAA-MM-DJ)
PUT AWAY ON FILE / CLASSER AU DOSSIER 3170-12			
<b>A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS</b>			
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>B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE</b>			
<input type="checkbox"/> Male / Homme	<input type="checkbox"/> Female / Femme	Height - Grandeur	Weight - Poids
Eye color - Couleur des yeux	Hair color / Couleur des cheveux		
<b>C. ADDRESS - ADRESSE</b>			
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)			
<b>D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX</b>			
Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? / Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?			
<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui <input type="checkbox"/> 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?			
<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui <input type="checkbox"/> 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?			
<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui <input type="checkbox"/> 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?			
<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.			
<b>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.)</b>			
In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service. / En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.		NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval. / NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passer peut être émis aux demandeurs dont la demande d'accès est approuvée.	
Applicant's signature - Signature du demandeur		Date (YYAA-MM-DJ)	
<b>F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC</b>			
Reason for clearance - Motif justifiant la demande d'accès			
Department making the request (please print) / Unité qui soumet la demande (en lettres moulées s.v.p.)		Signature of Division Head / Signature du chef de la division	Date (YYAA-MM-DJ)
<input type="checkbox"/> No criminal record / Aucun casier judiciaire	<input type="checkbox"/> A possible criminal record #: / Numéro du casier judiciaire possible :	Last entry: / Dernière entrée :	
<input type="checkbox"/> An outstanding warrant/charge held by: / Auteurs du mandat non exécuté/accusation en instance :	<input type="checkbox"/> Approved / Approuvée		
<input type="checkbox"/> Not approved / Non approuvée	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	The individual has been advised. - Le demandeur a été informé de la décision.
Security Intelligence Officer / Agent de renseignements de sécurité	Date (YYAA-MM-DJ)	Institutional Head / Directeur de l'établissement	Date (YYAA-MM-DJ)
<input type="checkbox"/> Approved / Approuvée	<input type="checkbox"/> Not approved / Non approuvée	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Visit Review Board / Comité des visites	Date (YYAA-MM-DJ)	By: / Par :	Date (YYAA-MM-DJ)

**ANNEX « D »**

**DELIVERY ADDRESSES**

**NOTE : Various delivery addresses for Correctional Service Canada.**

*\*For information only.*

<b>CSC DELIVERY – (Various institutions)</b>	
<b>Delivery addresses</b>	<b>Delivery times &amp; special instructions</b>
<b>Federal Training Centre – Site 600</b> 600, Montée St-François Laval (Québec) H7C 1S5	<u><b>Food services</b></u> Monday to Friday From 8:00 to 11:15 am and from 12:30 to 3:00  <u><b>Canteen</b></u> Monday to Friday From 8:30 to 11:00 am and from 1:00 to 3:00 pm
<b>Federal Training Centre – Site 6099</b> 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Thursday (preferably Tuesday and Thursday), from 8:00 to 11:00 am ( <b>Gate            temporarily closed on Friday</b> ) <u><b>N.B.</b></u> Maximum height of delivery vehicle at the Federal Training Centre is thirteen (13) feet.
<b>Archambault Institution – Med.</b> 242, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and from 12:30 to 3:30 pm
<b>Archambault Institution – Min.</b> 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 7:30 to 11:30 am and from 12:30 to 3:30 pm
<b>Regional Reception Centre</b> 246, Montée Gagnon Ste-Anne-des-Plaines (Québec) J0N 1H0	Monday to Friday From 8:30 to 11:00 am and from 1:00 to 3:00 pm

<p><b>Joliette Institution</b>          400, rue Marsolais          Joliette (Québec)          J6E 8V4</p>	<p>Monday to Friday          From 8:00 to 11:30 am and          from 1:00 to 3:30 pm</p>
<p><b>La Macaza Institution</b>          321, Chemin de l'Aéroport          La Macaza (Québec)          J0T 1R0</p>	<p>Monday to Friday          From 8:05 to 10:30 am and          From 1:30 to 3:00 pm</p>
<p><b>Cowansville Institution</b>          400, Fordyce          Cowansville (Québec)          J2K 3N7</p>	<p><b><u>Food services</u></b>          Monday to Thursday          From 8:00 to 11:00 am and          from 1:00 to 3:00 pm</p> <p><b><u>Canteen</u></b>          Monday to Friday          From 8:00 to 11:30 am and          from 1:00 to 3:30 pm</p> <p><b><u>N.B.</u></b>          All pallets shipped to the kitchen must be wrapped with plastic wrap (Saran wrap). Also, maximum height of pallets, including thickness of the pallet, is five (5) feet.</p>
<p><b>Drummond Institution</b>          2025, boul. Jean-de-Brébeuf          Drummondville (Québec)          J2B 7Z6</p>	<p>Monday to Friday          From 8:45 to 11:00 am and          from 1:00 to 3:30 pm</p>
<p><b>Donnacona Institution</b>          1537, route 138          Donnacona (Québec)          G3M 1C9</p>	<p>Monday to Friday          From 8:00 to 10:45 am and          from 1:00 to 2:45 pm</p>
<p><b>Port-Cartier Institution</b>          1, rue de l'Aéroport</p>	<p>Monday to Friday –          From 8:00 to 11:30 am and</p>

Solicitation No. - N° de l'invitation  
E6MON-150005/B  
Client Ref. No. - N° de réf. du client  
E6MON-15-0005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-5-38365

Buyer ID - Id de l'acheteur  
mta030  
CCC No./N° CCC - FMS No./N° VME

Port-Cartier (Québec) G5B 2W2	from 1:00 to 3:30 pm.
<b>CCC Martineau</b> 10345, boul. St-Laurent Montréal, Qc H3L 1P1	Monday to Friday From 8:00 am to 4:30 pm
<b>Regional food production center (RFPC) – Building A-43</b> 244, Montée Gagnon Ste-Anne des Plaines (Québec) J0N 1H0	Monday to Friday From 7:00 to 11:30 am and From 1:00 to 2:30 pm

**CORCAN CONSTRUCTION**  
**246 Montée Gagnon**  
**Ste-Anne-des-Plaines, Quebec, J0H 1H0**

**CORCAN CONSTRUCTION**  
**199 Montée St-François**  
**Laval, Quebec, H7C 1S5**

**ANNEX « E »**

**QUARTERLY REPORTS (EXAMPLE)**

**FIRST QUARTER -> OCTOBER 1st to DECEMBER 31st, 2016.**

# RMSO	Business	Departments / Agencies	Quantity of Orders	Total Value per Departments / Agencies	Total Value per period
E6MON-150005	XXXXXXXXXX	DND - Valcartier	10	\$10,000.00	\$15,000.00
		DND – Montréal	12	\$5,000.00	
	XXXXXXXXXX				
	XXXXXXXXXX				
	XXXXXXXXXX				

Solicitation No. - N° de l'invitation  
E6MON-150005/B  
Client Ref. No. - N° de réf. du client  
E6MON-15-0005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-5-38365

Buyer ID - Id de l'acheteur  
mta030  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX « F »**

**ELECTRONIC PAYMENT INSTRUMENTS**

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);

