



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3
Bid Fax: (403) 292-5786

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

Title - Sujet Toilet Paper	
Solicitation No. - N° de l'invitation 21501-168991/A	Date 2016-08-15
Client Reference No. - N° de référence du client 21501-168991	
GETS Reference No. - N° de référence de SEAG PW-\$CAL-136-6506	
File No. - N° de dossier CAL-6-39001 (136)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-09-27	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hemy, Andrew	Buyer Id - Id de l'acheteur cal134
Telephone No. - N° de téléphone (403) 292-4716 ()	FAX No. - N° de FAX (403) 292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Various Correctional Institutions in the Prarie Region, Correctional Service of Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 REQUIREMENT	2
1.2 DEBRIEFINGS	2
1.3 TRADE AGREEMENTS	2
PART 2 - BIDDER INSTRUCTIONS	2
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	2
2.2 SUBMISSION OF BIDS	2
2.3 ENQUIRIES - BID SOLICITATION	2
2.4 APPLICABLE LAWS	3
PART 3 - BID PREPARATION INSTRUCTIONS	3
3.1 BID PREPARATION INSTRUCTIONS	3
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	4
4.1 EVALUATION PROCEDURES	4
4.2 BASIS OF SELECTION	5
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	5
5.1 CERTIFICATIONS REQUIRED WITH THE BID	5
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	6
PART 6 - RESULTING CONTRACT CLAUSES	6
6.1 SECURITY REQUIREMENTS	6
6.2 REQUIREMENT	6
6.3 STANDARD CLAUSES AND CONDITIONS	6
6.4 TERM OF CONTRACT	7
6.5 AUTHORITIES	7
6.6 PAYMENT	8
6.7 INVOICING INSTRUCTIONS	9
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION	9
6.9 APPLICABLE LAWS	9
6.10 PRIORITY OF DOCUMENTS	9
6.11 SACC <i>MANUAL</i> CLAUSES	9
ANNEX A	10
REQUIREMENT	10
ANNEX B	13
BASIS OF PAYMENT	13
ANNEX C	16
ELECTRONIC PAYMENT INSTRUMENTS	16

PART 1 - GENERAL INFORMATION

1.1 Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

B1000T (2014-06-26) Condition of Material – Bid

2.2 Submission of Bids

Bids 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 bid solicitation.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (one (1) hard copy)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, Bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex C 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

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

As per Annex A - Requirement.

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian / Foreign Bidders

The proposal will be assessed and accepted on a low aggregate basis. Low aggregate will be determined by extending and totalling the unit prices for all line items as detailed in Annex B – Basis of Payment.

Solicitation No. - N° de l'invitation
21501-168991/A
Client Ref. No. - N° de réf. du client
21501-168991

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39001

Buyer ID - Id de l'acheteur
ca1136
CCC No./N° CCC - FMS No./N° VME

For evaluation purposes only:

A 100 meter roll length will be used as a base to evaluate the per meter price as follows:

Offered roll price / meters offered x 100 meters – price for 100 meter roll x estimated quantities.

Example using estimated quantities of 6000 rolls

Bidder 1: Offered price \$0.50 for 95 meter rolls

$\$0.50 / 95 \text{ meters} \times 100 = \$0.5263 \text{ per } 100 \text{ meter roll} \times 6000 = \3157.80

Bidder 2: Offered price \$0.55 for 100 meter rolls

$\$0.55 / 100 \times 100 = \$0.55 \text{ per } 100 \text{ meter roll} \times 6000 = \3300.00

Bidder 3: Offered price \$0.60 for 110 meter rolls

$\$0.60 / 110 \text{ meters} \times 100 = \$0.5454 \text{ per } 100 \text{ meter roll} \times 6000 = \3272.40

Based on this, Bidder 1 would have the lowest price.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid 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 Bidder 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 - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (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 a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Requirement

The Contractor must provide the items detailed under the Requirement at Annex A.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

6.3.1 General Conditions

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

Solicitation No. - N° de l'invitation
21501-168991/A
Client Ref. No. - N° de réf. du client
21501-168991

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39001

Buyer ID - Id de l'acheteur
ca1136
CCC No./N° CCC - FMS No./N° VME

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 2 October 2016 to 1 October 2017 inclusive.

6.4.2 Delivery Date

All the deliverables must be received as per the schedule in Annex A.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Andrew Hemy
Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch, Western Region
Suite 1650, 635 8th Ave SW
Calgary AB T2P 3M3

Telephone: 403-292-4716
Facsimile: 403-292-5786
E-Mail address: andrew.hemy@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Solicitation No. - N° de l'invitation
21501-168991/A
Client Ref. No. - N° de réf. du client
21501-168991

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39001

Buyer ID - Id de l'acheteur
ca1136
CCC No./N° CCC - FMS No./N° VME

6.5.2 Project Authority

The Project Authority for the Contract is:

Valerie Pelletier
Project Officer
Correctional Service Canada

Telephone: (306) 659-9411
Facsimile: (306) 659-9446
E-mail address: Valerie.Pelletier@CSC-SCC.GC.CA

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project 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 contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (to be completed by the bidder)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ _

Facsimile: ____ _

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ TBD. Customs duties are included and Applicable Taxes are extra.

6.6.2 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

6.6.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes – Foreign-based Contractor

6.6.4 Electronic Payment of Invoices – Contract (TBD)

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)

6.7 Invoicing Instructions

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

6.10 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 Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04), Goods – Medium Complexity;
- (c) Annex A, Requirement
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated **TBD**

6.11 SACC Manual Clauses

A9039C (2008-05-12), Salvage
A9068C (2010-01-11), Government Site Regulations
B7500C (2006-06-16), Excess Goods
G1005C (2016-01-28), Insurance – No Specific Requirement

ANNEX A

REQUIREMENT

For the supply and delivery of toilet paper in accordance with the specifications included herein for Correctional Services Canada (CSC), various locations in Alberta, Manitoba and Saskatchewan, during the period of the contract from 2 October 2016 to 1 October 2017 inclusive. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) periods under the same conditions.

1. Phased Delivery

Delivery **MUST** be made within the last 7 calendar days of every 2nd month commencing October 2016; the delivery day is to be determined by communication between each site and the supplier.

The quantity delivered to each of the 9 CSC locations every second month **MUST** be in accordance with # 4. - Various CSC Locations and Quantities Required.

2. Mandatory Technical Criteria

		MEETS	DOES NOT MEET
A	1 ply		
B	White. 1000-1210 sheets per roll ONLY . No deviations.		
C	Minimum total length of roll must be not less than 91m to a maximum of 112 m.		
D	Each roll must be individually wrapped with paper or plastic wrapping.		
E	The thickness of the paper wrapped around the core must not be less than 3.9 cm.		
F	The toilet paper tissue must be made from not less than 10% recycled fibre.		
G	The toilet paper must be provided in boxes of 40-48 rolls/case.		
H	The toilet paper provided must be reasonably free from visible wood splinters, holes, breaks and wrinkles.		

3. Special Instructions

- a. An Invoice is required for each delivery against the contract. Invoices are to be sent to the locations that receive the delivery.
- b. Product is to be delivered Monday to Friday between 08:00 - 11:00 and 13:00 - 15:00 hours unless the consignee advises otherwise.
- c. Substitutions, cancellations and shortages **MUST** be approved by the consignee prior to shipping.

4. Various CSC Locations and Quantities Required

The quantities below are to be delivered on a mutually agreed upon date, within the last 7 calendar days of every 2nd month to each institution listed. Delivery months will be: October 2016, December 2016, February 2017, April 2017, June 2017, August 2017.

Solicitation No. - N° de l'invitation
 21501-168991/A
 Client Ref. No. - N° de réf. du client
 21501-168991

Amd. No. - N° de la modif.
 File No. - N° du dossier
 CAL-6-39001

Buyer ID - Id de l'acheteur
 ca1136
 CCC No./N° CCC - FMS No./N° VME

ALBERTA		QUANTITY PER DELIVERY		
1	Edmonton Institution 21611 Meridian Street Edmonton, AB T5J 3H7	8,448 rolls		
2	Edmonton Institution For Women 11151 - 178th Street Edmonton, AB T5S 2H9	1,920 rolls		
3	Grande Cache Institution Bag 4000 Grande Cache, AB T0E 0Y0	7,920 rolls		
4	Drumheller Institution PO Box 3000 Drumheller, AB T0J 0Y0	12,576 rolls		
5	Bowden Institution PO Box 6000 Innisfail, AB T4G 1V1	11,760 rolls		
SASKATCHEWAN		QUANTITY PER DELIVERY		
6	Saskatchewan Penitentiary 15th Street West Prince Albert, SK S6V 5R6	16,800 rolls		
7	Regional Psychiatric Center PO Box 9243 Saskatoon, SK S7K 3X5	5,280 rolls		
8	Willow Cree Healing Lodge Beardy's and Okemasis Reserve (6 kilometers west of Duck Lake on Highway 212) P.O. Box 520 Duck Lake, Saskatchewan S0K 1J0	0 rolls Year 1	768 rolls Option Year One	768 rolls Option Year Two
MANITOBA		QUANTITY PER DELIVERY		
9	Stony Mountain Institution PO Box 4500 Winnipeg, MB R3C 3W8	12,960 rolls		

Summary of required quantities:

Year one:

Total of the 9 Institutions = 77,664 rolls every two months; 465,984 rolls per year.

Option Years:

Total of the 9 Institutions = 78,432 rolls every two months; 470,592 rolls per.

Solicitation No. - N° de l'invitation
21501-168991/A
Client Ref. No. - N° de réf. du client
21501-168991

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39001

Buyer ID - Id de l'acheteur
ca1136
CCC No./N° CCC - FMS No./N° VME

The Project Authority reserves the right to amend delivery quantities when required, providing a minimum of 30 days' notice prior to delivery. The net total of the requested variations shall not exceed +/-5% of the total annual requirement on an aggregate basis (for example the year one requirement of 465,984 rolls would have an allowable variation of +/- 23,299 rolls under this contract).

NOTES:

1. Some delays may be encountered due to security measures for deliveries inside the institutions.

Solicitation No. - N° de l'invitation
21501-16899 I/A
Client Ref. No. - N° de réf. du client
21501-16899 I

Amd. No. - N° de la modif.
ca1136
File No. - N° du dossier
CAL-6-39001

Buyer ID - Id de l'acheteur
ca1136
CCC No./N° CCC - FMS No./N° VME

ANNEX B

BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. This section, when completed, will be considered as the Bidder's financial proposal.

Bidders must provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include **ALL** costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein including all freight, pre-delivery fees, and off-loading charges to all 9 destinations (FOB Destination). GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing:

#	YEAR ONE (2 Oct 16 to 1 Oct 17)	QUANTITY A	COST PER ROLL B	TOTAL A X B = C
Toilet paper as per Annex "A", Requirement				
1	Edmonton Institution	50,688 rolls	\$ _____/roll	\$ _____
2	Edmonton Institution For Women	11,520 rolls	\$ _____/roll	\$ _____
3	Grande Cache Institution	47,520 rolls	\$ _____/roll	\$ _____
4	Drumheller Institution	75,456 rolls	\$ _____/roll	\$ _____
5	Bowden Institution	70,560 rolls	\$ _____/roll	\$ _____
6	Saskatchewan Penitentiary	100,800 rolls	\$ _____/roll	\$ _____
7	Regional Psychiatric Center	31,680 rolls	\$ _____/roll	\$ _____
8	Willow Cree Healing Lodge	0 rolls	\$ _____/roll	\$ _____
9	Stony Mountain Institution	77,760 rolls	\$ _____/roll	\$ _____
			TOTAL YEAR ONE	\$ _____

Solicitation No. - N° de l'invitation
21501-16899 I/A
Client Ref. No. - N° de réf. du client
21501-16899 I

Amd. No. - N° de la modif.
21501-16899 I/A
File No. - N° du dossier
CAL-6-39001

Buyer ID - Id de l'acheteur
ca1136
CCC No./N° CCC - FMS No./N° VME

#	OPTION YEAR ONE (2 Oct 17 to 1 Oct 18)	QUANTITY A	COST PER ROLL B	TOTAL A X B = C
Toilet paper as per Annex "A", Requirement				
1	Edmonton Institution	50,688 rolls	\$ _____/roll	\$ _____
2	Edmonton Institution For Women	11,520 rolls	\$ _____/roll	\$ _____
3	Grande Cache Institution	47,520 rolls	\$ _____/roll	\$ _____
4	Drumheller Institution	75,456 rolls	\$ _____/roll	\$ _____
5	Bowden Institution	70,560 rolls	\$ _____/roll	\$ _____
6	Saskatchewan Penitentiary	100,800 rolls	\$ _____/roll	\$ _____
7	Regional Psychiatric Center	31,680 rolls	\$ _____/roll	\$ _____
8	Willow Cree Healing Lodge	4,608 rolls	\$ _____/roll	\$ _____
9	Stony Mountain Institution	77,760 rolls	\$ _____/roll	\$ _____
TOTAL OPTION YEAR ONE				\$ _____

#	OPTION YEAR TWO (2 Oct 18 to 1 Oct 19)	QUANTITY A	COST PER ROLL B	TOTAL A X B = C
Toilet paper as per Annex "A", Requirement				
1	Edmonton Institution	50,688 rolls	\$ _____/roll	\$ _____
2	Edmonton Institution For Women	11,520 rolls	\$ _____/roll	\$ _____
3	Grande Cache Institution	47,520 rolls	\$ _____/roll	\$ _____
4	Drumheller Institution	75,456 rolls	\$ _____/roll	\$ _____
5	Bowden Institution	70,560 rolls	\$ _____/roll	\$ _____
6	Saskatchewan Penitentiary	100,800 rolls	\$ _____/roll	\$ _____
7	Regional Psychiatric Center	31,680 rolls	\$ _____/roll	\$ _____
8	Willow Cree Healing Lodge	4,608 rolls	\$ _____/roll	\$ _____
9	Stony Mountain Institution	77,760 rolls	\$ _____/roll	\$ _____
TOTAL OPTION YEAR TWO				\$ _____

Solicitation No. - N° de l'invitation
21501-168991/A
Client Ref. No. - N° de réf. du client
21501-168991

Amd. No. - N° de la modif.
ca1136
File No. - N° du dossier
CAL-6-39001

Buyer ID - Id de l'acheteur
ca1136
CCC No./N° CCC - FMS No./N° VME

TOTAL AGGREGATE PRICE	
Year One + Option Year One + Option Year Two	\$ _____

Product Offered: _____

Supplier code: _____

Roll length (in meters): _____

Solicitation No. - N° de l'invitation
21501-168991/A
Client Ref. No. - N° de réf. du client
21501-168991

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39001

Buyer ID - Id de l'acheteur
ca1136
CCC No./N° CCC - FMS No./N° VME

ANNEX C

ELECTRONIC PAYMENT INSTRUMENTS

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

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