
TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	4
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	5
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	6
3.1 OFFER PREPARATION INSTRUCTIONS.....	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES	7
4.2 BASIS OF SELECTION	8
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	8
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	9
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	9
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	10
6.1 SECURITY REQUIREMENT (SEE ANNEX D ATTACHED).....	10
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	10
A. STANDING OFFER.....	10
7.1 OFFER.....	10
7.2 SECURITY REQUIREMENT (SEE ANNEX D ATTACHED).....	10
7.3 STANDARD CLAUSES AND CONDITIONS.....	11
7.4 TERM OF STANDING OFFER	11
7.5 AUTHORITIES.....	11
7.6 IDENTIFIED USERS	12
7.7 CALL-UP INSTRUMENT	13
7.8 LIMITATION OF CALL-UPS	13
7.9 FINANCIAL LIMITATION.....	13
7.10 PRIORITY OF DOCUMENTS	13
7.11 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
7.12 APPLICABLE LAWS (TO BE COMPLETED BY THE BIDDER)	14
B. RESULTING CONTRACT CLAUSES	14
7.1 REQUIREMENT.....	14
7.2 STANDARD CLAUSES AND CONDITIONS.....	14

Solicitation No. - N° de l'invitation
21301-177578/A
Client Ref. No. - N° de réf. du client
21301-177578

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-6-39230

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

7.3	TERM OF CONTRACT.....	15
7.4	PAYMENT	15
7.5	INVOICING INSTRUCTIONS	15
7.6	INSURANCE.....	15
7.7	SACC MANUAL CLAUSES	15
ANNEX « A »	16
	REQUIREMENT.....	16
ANNEX « B »	18
	MAINTENANCE PRODUCTS AND ACCESSORIES (ATTACHED)	18
ANNEX « C »	19
	DELIVERY ADDRESSES.....	19
ANNEX « D »	22
	SECURITY REQUIREMENT FORM	22
ANNEX « E »	23
	ELECTRONIC PAYMENT INSTRUMENTS.....	23
ANNEX « F»	24
	COMPLETE LIST OF COMPANY BOARD OF DIRECTORS	24

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, Maintenance Products and accessories, Delivery Addresses, Security Requirements and any other annexes

1.2 Summary

- 1.2.1 Request for Regional Individual Standing Offer (RISO) to supply, on an as and when ordered basis, various maintenance products and accessories for Correctional Service Canada, various Institutions (refer to Annex C for delivery addresses).

Period: 2 years firm (from the date of issue and for 24 months) and including the right for Canada to authorize a possibility of an optional one (1) year period (12 months) at the end of the firm 2 year period.

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)."

1.3 Security Requirements

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

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

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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.

Once your offer has been completed and transmitted by mail or facsimile, a copy of the ANNEX B (Excel file) has to be sent, by e-mail, to the following address:

TSPGC.RQOCPRTL-QRRMSOMTL.PWGSC@tpsgc-pwgsc.gc.ca

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 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:

- 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 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 **B – Maintenance Products and Accessories**.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex “E” 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

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.

4.1.1.1 Mandatory Technical Criterion

- 1- Offerors must duly complete Annex B – Maintenance Products and Accessories and join it with their bid.
- 2- Provide with technical documents/literature related to offered products in your bid when necessary and requested (desirable certification – ecological product).

4.1.2 Financial Evaluation

- 1- Offerors must submit prices for each year; meaning each year of the initial 2-year period (firm) as well as for the optional 1 year period.
- 2- Offerors do not have to submit prices for all articles in Annex B. For financial evaluation purposes, articles with no price indicated will be given the highest price offered by an offeror for such article-s.
- 3- A spread of 15% will be accepted between the requested formats and the offered formats by the offerors. To standardize the spread, the rule of 3 will be used to verify the 15% spread allowed and to obtain the standardized price.

Example: Format requested 4 L

Format offered 3.8 L at \$5.25

Format Spread -> $3.8 \text{ L} / 4 \text{ L} = 0.95\%$ (so 5% spread)

Standardized price -> $(\$5.25 \times 4\text{L}) / 3.8\text{L} = \underline{\$5.53}$

- 4- The offer with the lowest evaluated price will be determined by the total value of the unit prices quoted applied to the estimated quantities for three years.

4.1.2.1 SACC Manual Clause

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

Offers submitted in foreign currency will be converted to Canadian currency at the time of award. For any offer submitted in foreign currency, rate given by the Bank of Canada in effect on the RFSO closing date will be applied as a conversion factor.

4.2 Basis of Selection

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

Evaluation of price will be based on an item by item basis and Canada reserves the right to issue up to 3 standing offers.

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) (<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 (see Annex F)

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).

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.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirement (see Annex D 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 Requirement (see Annex D 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

[2005 \(2016-04-04\) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.](#)

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for 2 years firm (from the date of issue and for 24 months).

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **1 year period starting at the end of the firm 2 year period** and 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

Solicitation No. - N° de l'invitation
21301-177578/A
Client Ref. No. - N° de réf. du client
21301-177578

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-6-39230

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

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

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 (to be completed by Canada at the award)

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____
Phone: _____
Fax.: _____
Email: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under 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

Correctional Service Canada, various Institutions in the province of Quebec (refer to Annex C for delivery addresses).

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 **\$25 000.00 (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 \$_____ (*amount will be indicated at the 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 **2 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 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 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract;
- e) Annex A, Requirement;
- f) Annex B, Maintenance Products and Accessories;
- g) Annex C, Delivery addresses – Various institutions Correctional Service Canada;
- h) Annex D, Security Requirement Form;
- i) 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

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

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

Delivery must be completed in accordance with details indicated at Annex A of the call-up against the Standing Offer.

7.4 Payment

7.4.1 Single Payment

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

7.4.2 Limitation of Price

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

7.4.3 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);

7.5 Invoicing Instructions

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)
B7500C (2006-06-16), Excess Goods
C2000C (2007-11-30), Taxes - Foreign-based Contractor

ANNEX « A »

REQUIREMENT

Description:

This Regional Individual Standing Offer (RISO) request involves the provision, on an as and when ordered basis, various maintenance products and accessories.

Identified user:

Correctional Service Canada, various Institutions, refer to annex C for delivery addresses.

Period of standing proposal:

2 years firm (from the date of issue and for 24 months) and with a possibility of an optional 1 year period (12 months).

Delay:

Products will have to be delivered within 5 working days following reception of a call-up.

Emergency services:

At all times during the period of the Standing Offer, when “Urgent” requests are made, the offeror will commit to supplying the goods within seventy-two (72) hours following receipt of an order.

Security:

Please note that there might be a delay entering and exiting the institutions.

The client may require that a security investigation be made on the supplier's delivery staff.

Furthermore, the supplier shall ensure that his staff members carry a proof of identity at all times, or they will be denied access to the site.

The delivery vehicles may be searched when entering and exiting the institutions.

Solicitation No. - N° de l'invitation
21301-177578/A
Client Ref. No. - N° de réf. du client
21301-177578

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-6-39230

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

Quantities:

The estimated quantities for each of the required items can be found in Annex B - Working Document - List of products.

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

Solicitation No. - N° de l'invitation
21301-177578/A
Client Ref. No. - N° de réf. du client
21301-177578

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-6-39230

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

ANNEX « B »

MAINTENANCE PRODUCTS AND ACCESSORIES (attached)

ANNEX « C »

DELIVERY ADDRESSES

All offerors must be able to deliver to all destinations listed below, all delivery charges included (on unit prices).

DELIVERY SCC-CSC - Various institutions	
Delivery addresses	Delivery hours and particularities
Correctional Learning and Development Centre (Quebec) 5500 boulevard Lévesque Laval (Québec) H7C 1N7	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm
Regional Service centre 250 Montée St-François Laval (Québec) H7C 1S5	Monday to Friday From 8:00 to 11:30 am and From 1:00 to 3:30 pm
Federal Training Centre – site 600 600, Montée St-François Laval (Québec) H7C 1S5	Monday to Friday From 7:30 to 11 :00 am and from 1:00 to 3:00 pm
Federal Training Center – site 6099 205, Montée St-François Laval (Québec) H7C 1P1	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm <u>IMPORTANT:</u> Delivery vehicles entering the Federal Training Center site 6099 shall not exceed 11'4" in height.
Archambault Institution - min. 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
Archambault Institution - med. 242, Montée Gagnon Ste-Anne-des-Plaines (Québec)	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm

Solicitation No. - N° de l'invitation
21301-177578/A
Client Ref. No. - N° de réf. du client
21301-177578

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-6-39230

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

JON 1H0	
Regional Reception Center 244, Montée Gagnon Ste-Anne-des-Plaines (Québec) JON 1H0	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm
Joliette Institution 400, rue Marsolais Joliette (Québec) J6E 8V4	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm
Cowansville Institution 400, Fordyce Cowansville (Québec) J2K 3N7	Monday to Friday From 8:00 to 11:00 am and from 1:00 to 3:00 pm <u>N.B.</u> Maximum height of pallets, including thickness of the pallet, is five (5) feet
Drummond Institution 2025, boul. Jean-de-Brébeuf Drummondville (Québec) J2B 7Z6	Monday to Friday From 8:30 to 11:00 am and From 1:00 to 3:00 pm
CCC Martineau 10345, boul. Saint-Laurent Montréal (Québec) H3L 2P1	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
CCC Ogilvy 435, rue Ogilvy Montréal (Québec) H3N 1M3	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
CCC Sherbrooke 2190, Sherbrooke Est Montréal (Québec) H2K 1C7	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
CCC Hochelaga 6905, Hochelaga Montréal (Québec) H1N 1Y9	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>

Solicitation No. - N° de l'invitation
21301-177578/A
Client Ref. No. - N° de réf. du client
21301-177578

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-6-39230

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

CCC Laferrière 202, rue St-Georges St-Jérôme (Québec) J7Z 4Z9	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
Donnacona Institution 1537, route 138 Donnacona (Québec) G3M 1C9	Monday to Friday From 8:00 to 11:30 am and from 1:00 to 3:30 pm
CCC Marcel-Caron 825, rue Kirouac Québec (Québec) G1N 2J7	Monday to Friday From 9:00 am to 4:00 pm <u>No delivery dock</u>
La Macaza Institution 321, Chemin de l'Aéroport La Macaza (Québec) J0T 1R0	Monday to Friday From 8:30 to 11:00 am and from 1:30 to 3:00 pm
Port-Cartier Institution 1, rue de l'Aéroport Port-Cartier (Québec) G5B 2W2	Monday to Friday From 8:00 to 11:00 am and From 1:00 to 3:30 pm

ANNEX « D »

SECURITY REQUIREMENT FORM

		PROTECTED / PROTÉGÉ B ONCE COMPLETED / UNE FOIS REMPLI	
INSTITUTIONAL ACCESS / CPIC CLEARANCE REQUEST		ACCÈS À UN ÉTABLISSEMENT / DEMANDE DE VÉRIFICATION DU DOSSIER AU CPIC	
PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MAJUSCULES			
Institution - Établissement		Request received / Demande reçue le	Date (YYAA-MM-DD)
		PUT AWAY ON FILE - CLASSER AU DOSSIER / 3170-12	
A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS			
Surname / Nom de famille		Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)	Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)
Date of birth / Date de naissance (YYAA-MM-DD)	Place of birth - Lieu de naissance / City/Town - Ville ou municipalité	Province/State - Province ou état	Country - Pays
B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE			
<input type="checkbox"/> Male / Homme	<input type="checkbox"/> Female / Femme	Height - Grandeur	Weight - Poids
			Eye color - Couleur des yeux
			Hair color / Couleur des cheveux
C. ADDRESS - ADRESSE			
Street - Rue	City/Town - Ville ou municipalité	Province	Postal Code - Code postal
			Telephone number - Numéro de téléphone / Home - Domicile / Work - Bureau
Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation)			
D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX			
Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? / Avez-vous 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
Do you personally know of any person incarcerated in a correctional facility? / Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?			
	If so, provide names - Si oui, fournir son nom	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
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
Are you related/associated to an inmate or an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?			
		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.			
E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.) / Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)			
In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service. / En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.		NOTE: Access may be denied for submitting false information. Penalties may be issued for those receiving clearance and approval. / NOTE: Tout demandeur qui fournit de fausses renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passer peut être émis aux demandeurs dont le demande d'accès est approuvé.	
Applicant's signature - Signature du demandeur		Date (YYAA-MM-DD)	
F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC			
Reason for clearance - Motif justifiant la demande d'accès			
Department making the request (please print) / Unité qui soumet la demande (en lettres majuscules s.v.p.)		Signature of Division Head / Signature du chef de la division	Date (YYAA-MM-DD)
<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 / Avoir un mandat non exécuté/accusation en instance :			
SIGNATURES			
<input type="checkbox"/> Approved / Approuvée	<input type="checkbox"/> Not approved / Non approuvée	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Security Intelligence Officer / Agent de renseignements de sécurité	Date (YYAA-MM-DD)	Institutional Head / Directeur de l'établissement	Date (YYAA-MM-DD)
			Visit Review Board / Comité des visites
			Date (YYAA-MM-DD)

Solicitation No. - N° de l'invitation
21301-177578/A
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CCC No./N° CCC - FMS No./N° VME

ANNEX « E »

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);

