



**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

| | |
|---|--|
| Title - Sujet SHREDDERS SA | |
| Solicitation No. - N° de l'invitation E60HN-12SHRD/E | Date 2017-03-10 |
| Client Reference No. - N° de référence du client E60HN-12SHRD | GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-458-72667 |
| File No. - N° de dossier hn458.E60HN-12SHRD | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-29 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| Delivery Required - Livraison exigée | |
| Address Enquiries to: - Adresser toutes questions à: Lee, Carlos | Buyer Id - Id de l'acheteur hn458 |
| Telephone No. - N° de téléphone (819)420-0336 () | FAX No. - N° de FAX (819)953-4944 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |
| Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité. | |

Instructions: See Herein

Instructions: Voir aux présentes

| | |
|--|-------------|
| 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 |

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- (i) Part 1, General Information;
- (ii) Part 2, Supplier Instructions;
- (iii) Part 3, Arrangement Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:

6A, Supply Arrangement,
6B, Bid Solicitation,
6C, Resulting Contract Clauses; and,

the Annexes.

- Part 1: provides a general description of the requirement;
- Part 2: provides the instructions applicable to the clauses and conditions of the RFSA ;
- Part 3: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;
- Part 5: includes the certifications to be provided;
- Part 6A: includes the Supply Arrangement (SA) with the applicable clauses and conditions;
- Part 6B: includes the instructions for the bid solicitation process within the scope of the SA;
- Part 6C: includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

2. Summary

The ensuing Supply Arrangement (SA) is for the purchase of the various types of secure shredders, namely Type II, Type II (level 6), Type IIIA, and Type IIIB for all Federal Department and Agencies of the Government of Canada. Each shredder must be approved by the Royal Canadian Mounted Police (RCMP) prior to issuance of the SA. The period for awarding contracts under the supply arrangement will be a period of one (1) year commencing on the date of issuance.

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), the Canada FTA's with Peru, Panama, and Columbia, and the Agreement on Internal Trade (AIT).

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2.1 On-going Opportunity for Qualification

This RFSA is the Notice that will be posted on the Government Electronic Tendering Service (GETS) during the term of the SA to allow any supplier to qualify new products. SA's issued under this on-going opportunity will only be issued on a quarterly basis, as per the schedule in point 3 of Part 6.

- Current SA holders who are submitting new products can submit the model specifications and RCMP letters in electronic format directly to the SA Authority.
- Suppliers without an SA submitting new products will be required to submit a full copy of their offer.

3. Two Phase Procurement Process

Following the publication of this RFSA/D through the Government Electronic Tendering System (GETS), Canada intends to issue Supply Arrangements to all suppliers who meet the requirements listed in this RFSA.

Phase 1: This phase involves suppliers becoming qualified by meeting the overall criteria and requirements described in the RFSA. Canada intends to compile and maintain a list of qualified suppliers that it will make available to Identified Users (IU) for SA requirements.

Phase 2: This phase is intended for IU issuing a bid solicitation describing their requirements to qualified suppliers. The resultant contracts will comply with the bid solicitation requirements of the IU and will refer to the clauses and conditions of the SA.

4. Security Requirement

There are no security requirements associated with the requirement of the SA.

5. Communications Notification

As a courtesy, the Government of Canada requests that successful suppliers notify the Supply Arrangement Authority in advance of their intention to make public an announcement related to the issuance of a supply arrangement or the award of a contract resulting from the Supply Arrangement.

6. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

This Request for Supply Arrangement does not in any way commit Canada and/or Public Works and Government Services Canada to authorize the use of a Supply Arrangement.

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PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2016-04-04) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: Ninety (90) days.

1.1 Guide des CUA

| Reference | Section | Date |
|------------------------|-----------------------|------------|
| A9033T | Financial Capability | 2012-07-16 |
| B1000T | Condition of Material | 2014-06-26 |

2. Submission of Arrangements

Arrangements 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 RFSA.

3. Inquiries - Request for Supply Arrangements

All inquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the RFSA closing date. Inquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the inquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical inquiries 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 inquiry is not of a proprietary nature. Canada may edit the questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the inquiry can be answered with copies to all suppliers. Inquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

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4. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

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PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy + 1 soft copy)

Section II: Financial Arrangement (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must not be indicated in any section of the arrangement. Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (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 Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/Politique-policy-eng.html>).

To assist Canada in reaching its objectives, suppliers are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Arrangement

For each product that is submitted to which there is intent to supply, the supplier **MUST** provide:

- 1) Written proof from that their product has been tested and approved by the RCMP.

Suppliers are to contact Gilles Laberge at La Relance Outaouais to book an appointment in order to get their product evaluated.

Catherine Mukakayange

Tel: (819) 776-5870 EXT :14

Fax: (819) 776-4076

Cell: (819) 923-0762

Email:cmuka@stlr.ca

Address: La Relance Outaouais Inc.

45 Sacré-Coeur Blvd. Gatineau QC J8X 1C6

Attention: Jacques Bertrand

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2) a completed **Annex “B” Model Specifications - Appendix 1.B**, in addition to the technical specification.

A sample of the required format is presented below. Suppliers are to fill out the whiteout areas of the table.

| | |
|--|-----------|
| Model | ABC123 |
| Nominal* Particle Size (inches) | 1/32x3/16 |
| Nominal* Particle Size (mm) | 0.8x5 |
| Feed Opening (inches) | 9 |
| Automatic oiler | No |
| Automatic oiler compatible | Yes |
| Horsepower (hp) | 1/2 |
| Motor Output (KW) | 0.5 |
| Electrical requirements (volts) | 115 |
| Dimensions (DxWxH) | 11x16x26 |
| Shipping Weights (lbs.) | 120 |
| As determined by RCMP testing | |
| Throughput rate (reams/hr) | |
| Sheet Capacity (per feed) | |

*Nominal: Shred size for the model

2. Supplier Contacts

Suppliers must complete Appendix 1.0 of Annex “C” for every region they wish to be registered under this Supply Arrangement. Suppliers will only be authorized to bid on subsequent solicitation in regions where they are registered.

(End of page)

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Section II: Financial Arrangement

Payment of Invoices by Credit Card

Canada requests that suppliers complete one of the following:

- ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

☐ VISA ☐ MasterCard

OR

- ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

The supplier is not obligated to accept payment by credit card. Acceptance of credit cards for payment of invoices will not be considered as a qualification criterion.

Section III: Certifications

Suppliers must submit the certifications required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements (RFSA) including the technical and financial evaluation criteria. An evaluation team composed of representatives of Canada will evaluate the arrangements.

The following Mandatory factors will be taken into consideration in the evaluation of each arrangement:

Technical Evaluation

- Technical compliance with Annexes “A” and “G”
- Supplier **MUST** submit written proof that their product has been tested and approved by the RCMP.
- Suppliers **MUST** complete Annex “B” for every product submitted.

2. Conditions Precedent to Issuance of a Supply Arrangement

Suppliers must:

1. Submit certifications requested in Part 5; (for new vendors only)
2. Submit certifications requested in Part 3, Section I;
3. Have the financial Capability as specified at Part 4, para 4

3. Basis of Selection

An arrangement must comply with the requirements of the RFSA and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive. An Arrangement will be issued to all suppliers who have qualified under this RFSA.

4. Financial Viability

SACC Manual clause S0030T (2014-11-27) Financial Capability (if applicable)

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Supplier must provide with its arrangement, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement non-responsive.

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5.2.1 Integrity Provisions – List of Names

Suppliers who are incorporated, including those submitting an arrangement as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Supplier.

Suppliers submitting an arrangement as sole proprietorship, as well as those submitting an arrangement as a joint venture, must provide the name of the owner(s).

Suppliers submitting an arrangement as societies, firms or partnerships do not need to provide lists of names.

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PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement (SA) covers the Work described in the Requirement at Annex "A"- Shredder Categories and Requirements

2. Standard Clauses and Conditions

All clauses and conditions identified in the SA and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

- 2020 (2016-04-04) General Conditions - Supply Arrangement - Goods, apply to and form part of the Supply Arrangement.
- 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value), apply to and form part of the Supply Arrangement.

3. Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods to the federal government under contracts resulting from the SA. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "D"- Reporting. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority, no later than 15 days calendar days after the end of the reporting period.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

4. Term of Supply Arrangement

4.1 Period of the Supply Arrangement

The period for awarding contracts under the SA is from the date of issuance to January 20, 2018.

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4.2 On-going Opportunity for Qualification

This RFSA is the Notice that will be posted on the Government Electronic Tendering Service (GETS) during the term of the SA to allow any supplier to qualify new products. SA's issued under this on-going opportunity will only be issued on a quarterly basis, as per the schedule in point 3 of Part 6.

- Current SA holders who are submitting new products can submit the model specifications and RCMP letters in electronic format to the SA Authority.
- Suppliers without an SA submitting new products will be required to submit a full copy of their offer.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Carlos Lee - Supply Specialist

Public Works and Government Services Canada - Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division

7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5

Telephone : (819) 420-0336

E-mail address: TPSGC.DGAHNOCAA-ABHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representative

As detailed in Annex "C" - Supplier Information

6. Identified Users

The Identified Users (IU) includes 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.

7. Contract Instrument

The requirements will be authorized or confirmed by using the PWGSC-TPSGC 9400-4, Contract form as page 1 of the ensuing contract. This form is available on the Forms Catalogue Web site: <http://publiservice.tpsgc-pwgsc.gc.ca/forms/text/index-e.html>

8. Contract Limit

Contract limits under this SA **must not exceed \$25,000 (GST/HST included)** for product categories listed in Annex "B" Model Specifications. These limits include the Goods and Services or Harmonized Sales Tax, delivery and installation charges. Requirements that are more than \$25,000 will be processed through PWGSC

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9. 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 articles of the SA;
- (b) The general conditions 2020 (2016-04-04), General Conditions - Supply Arrangement - Goods or Services;
- (c) Solicitation bid under a SA;
- (d) Contract awarded under a Supply Arrangement;
- (e) General Conditions 2029 (2016-04-04) - Goods or Services (Low Dollar Value)
- (f) The Supplier's arrangement dated _____ (insert date of arrangement) (if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).

10. Certifications - Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the SA and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

11. Applicable Laws

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

12. Delivery Requirements outside a CLCSA

The resulting contracts are not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

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13. Responsibilities

13.1 Supplier's Responsibility

The supplier is responsible for the following:

- Providing all mandatory quarterly reports, as requested in Part 6, Article 3 of this document to Public Works and Government Services Canada within the agreed time frame;
- Selling products listed in Annex "B" Model Specifications only;
- Selling products only in regions where the Supplier is registered (as per Appendix 1 of Annex C)
- Complying with contract limits;
- Complying with all terms and conditions of the SA.

If the above-mentioned requirements are not respected, the supplier may be deleted from the list of qualified suppliers under a SA and be subject to corrective measures applicable to supplier performance.

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13.2 Responsibility of Identified Users (IU)

The Identified User is responsible for, but not limited to,

- Advising Public Works and Government Services Canada of any problem with a Supplier;
- Complying with the contract limits mentioned in Part 6, A, Article 8 herein;
- Purchasing only the items listed Annex "B" - Model Specifications
- Complying with all terms and conditions of the SA;
- Providing funding required to purchase products;
- Ensuring that the requirements are for official government use only;
- Providing the appropriate provincial sale tax exemption licence number, if applicable;
- Not apportioning requirements among several suppliers in order to get around SA limits;
- Indicating, on a contract awarded under a SA, a detailed description of the requirement. These contracts will be sent to suppliers in electronic format in order to facilitate completing the quarterly reports requested in Part 6, A, Article 3 - Supply Arrangement Reporting
- If the IU asks the supplier to provide information on the price or availability of goods for planning, budgeting or similar requirements, the IU is to inform the supplier that this Request for Quotation and availability relates to information only and will not result in a contract.

14. Delivery and Installation

Every purchase made from this SA must include delivery and on-site installation, unless indicated otherwise by the client. Shredders must be delivered "turnkey" and it is the vendor's responsibility to dispose of any and all packaging material.

15. On-Site Service

The SA can only be used to purchase paper shredders that are sold and serviced by an authorized Canadian distributor providing dedicated service to the Federal Government.

For the life of the SA, service and/or replacement must be available for each of the 6 regions indicated in Annex "C" and must be completed within 72 hours of receipt of a request.

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B. BID SOLICITATION

1. Bid Solicitation Documents

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue (http://publisservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) Web site.

*PWGSC-TPSGC 9400-3, Bid Solicitation *PWGSC-TPSGC 9400-4, Contract.

For all requirements under this SA, IU must use the bid solicitation document in Annex "E" - Bid Solicitation.

2. Bid Solicitation Process

2.1 Bids will be solicited for specific requirements within the scope of the SA from suppliers who have been issued a SA.

2.2 The bid solicitation will be sent directly to SA holders via fax or email. Unless indicated otherwise on the Bid Solicitation form, bids must be submitted within three (3) working days of receiving the bid solicitation from the IU.

2.3 Under this SA, IU will be allowed to issue individual solicitations to pre-qualified suppliers and will be based on the requirements of IU for whom the work will be performed.

2.4 For requirements under this SA where the estimated price does not exceed \$5,000, (excluding GST/HST) bid solicitations can be issued by the IU to any SA holder, within the appropriate "Type" category, on a rotating basis. The IU will be responsible for managing this rotation. This limit includes delivery and installation charges.

2.5 For requirements under this SA where the estimated price does not exceed \$25,000, (all inclusive) bid solicitations are to be issued by the IU to at least three (3) SA holders, within the appropriate "Type" category. This limit includes the Goods and Services or Harmonized Sales Tax, delivery and installation charges. In a case where there are less than three (3) SA holders in the "Type" category, the IU is to send the bid solicitations to all SA holders in the "Type" category.

2.6 For all requirements that are over \$25,000, client departments will submit a signed 9200 requisition to PWGSC for process.

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C. RESULTING CONTRACT CLAUSES

The conditions of any contract awarded under the SA will be in accordance with the resulting contract clauses of the template used for the bid solicitation. Refer to Annex "F" - Resulting Contract Clauses.

Annex “A” - Office Paper Shredder Requirements and Categories

Appendix 1. Office Paper Shredder Requirements

1. Introduction

This annex describes the approval requirements of the RCMP *Destruction Equipment Test Standard* for shredders used for the destruction of classified and protected information on paper.

1.1 Definitions

- **Approved Shredders:** paper shredders used to destroy paper documents that have been tested against specific security, safety and performance requirements and listed in the Security Equipment Guide (SEG). Approved equipment listings show the security level for which the equipment has been approved. For paper shredders, security levels are grouped by “Type”.
- **Chaff:** remnants or particles created by the shredding process.
- **Classified Information:** information related to the national interest that may qualify for an exemption or exclusion under the Access to Information Act or Privacy Act, and the compromise of which would reasonably be expected to cause injury to the national interest. Classified information has three levels: Confidential, Secret and Top Secret.
- **Commercial-off-the-shelf (COTS):** equipment that is not RCMP tested or SEG listed.
- **Sheet Capacity:** the maximum (optimal) number of stacked pages of 20 lb bond paper that can simultaneously be fed into the machine without jamming or significantly reducing the feed rate (shredder capacities established by RCMP testing are typically slightly less than manufacturer claims).
- **Threat and Risk Assessment (TRA):** A process that is a part of risk management concerned with defining what requires protection, analyzing and assessing threats, analyzing and assessing risks, and making recommendations for the management of risk.
- **Throughput Rate:** the number of pages (expressed in reams) that can be shredded in one hour when fed into the shredder at the established maximum capacity.
- **Bulk Shredding:** the term applies to office paper shredders and means the destruction of
 - a “significant amount” (intentionally undefined) of material in a single session as part of a departmental or building collection and destruction program using equipment with a throughput of at least 15 reams per hour.
- **Protected Information:** information of non-national interest. Protected information has three levels: Protected A, Protected B and Protected C. Note: Protected B roughly corresponds to the general public use of the term “confidential” (the term confidential in Government of Canada usage is the lowest of three national security classifications).
- **Ream:** one ream equals 500 sheets of paper 8½" X 11½" letter size, 20 lb bond. Used to describe “throughput ratings.”
- **Security Classification:** the highest level of information for which the equipment is approved.

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- **Test Authority:** The RCMP is the Test Authority for information destruction equipment
- (shredders).
- **Type:** an application grouping term (category) used for paper shredders. “Type” categories apply only to paper shredders and incorporate predefined security levels for each “Type”.

2. Performance

2.1 Purpose

The RCMP *Destruction Equipment Test Standard* specifies the necessary degree of destruction of information-bearing media such that the remaining particles can be disposed of as unclassified waste. Security standards include criteria directly affecting the performance of equipment or procedures used to accomplish the destruction.

2.2 Application

All ratings and requirements are based upon a consideration of the potential injury for classified and protected information. The ratings and requirements also consider the adversary and the adversary's motivation, capabilities and resources.

All approved shredders are approved for a specified media and security level. “Type” categories apply only to paper shredders and incorporate predefined security levels for each “Type”.

All approved destruction equipment may be used for the destruction of information at a lower classification and this practice is encouraged as a means of further safeguarding sensitive information by “diluting” the residue.

The Test Authority is the RCMP. The Test Authority has the final authority to interpret test results and rule on equipment compliance with the intent, as well as individual requirements of the RCMP Destruction Standard.

2.3 Categories Used to Describe Destruction Processes and Equipment

There are three main categories used to describe the destruction process and equipment:

Method is the category used to define the mechanism of destruction. Shredding: paper shredders are rated by the particle (chaff) size

Media is the category used to define the material that is being destroyed (e.g. Paper). Methods approved for one medium are not necessarily approved for another. Methods approved for more than one medium are not necessarily approved to the same security classification for each medium due to technological differences that affect the threat.

The requirements for office paper shredders are based upon textual information on letter size (8½" X 11½"), standard weight, 20 lb (75 kg/m²) bond paper.

Security Classification is the category indicating the highest acceptable security classification for the information contained on, in or integral to the medium being destroyed by the specified method.

The Security Classification is the approved level for which the equipment is approved to destroy the specified media. For paper, the security classification is indicated by the shredder "Type":

a) Type II

Paper shredders that are approved for the destruction of information on paper that is classified Top Secret, Secret or Protected C under normal threat and risk conditions in Canada. Type II shredders are approved for information that is 12 point font or larger. Smaller font should be destroyed by Type II (level 6) shredders.

- **Type II (Level 6)** - This is a more secure sub-category of Type II shredder. Type II (Level 6) shredders are approved for information smaller than 12 point font and where a TRA recommends a higher degree of security (eg: outside Canada).
- **DIN levels** - Many shredders are manufactured in Germany, which uses a DIN standard with numerical security ratings. While the Type II (level 6) particle size corresponds to the DIN level 6 (and to the NSA high security shredder standard), all shredders must pass RCMP testing for SEG listing. In addition, only shredders that are sold and serviced by an authorized Canadian distributor providing dedicated service to the federal government qualify for listing in the SEG.

b) Type III

Paper shredders that are approved for the destruction of information on paper that is classified Confidential, Protected A and Protected B under normal threat and risk conditions in Canada.

c) Type IIIA and Type IIIB

Type III office shredders are further classified as Type IIIA General Office and Type IIIB (Bulk). The size requirement for each sub-classification takes into consideration the expected volume of chaff produced as higher volumes of chaff are correspondingly more difficult to reconstruct.

2.4 Paper Shredder Particle (Chaff) Size Requirements

| SHREDDER TYPE | CHAFF SIZE |
|-------------------|----------------|
| Type II | 1 mm x 14.3 mm |
| Type II (level 6) | 1mm x 5mm |
| Type III A: | 2 mm x 15 mm |
| Type III B: | 6 mm x 50 mm |

2.5 Throughput Ratings for Office Shredders

Paper shredders are classified by "Type" and further differentiated by throughput rate as follows:

2.5.1 Type II and Type II (Level 6)

- **Low Throughput Rate:** less than 7 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.
- **Medium Throughput Rate:** between 7 and 12 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.
- **High Throughput Rate:** equal to or greater than 13 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.

2.5.2 Type IIIA

- **Low Throughput Rate:** less than 10 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing
- **Medium Throughput Rate:** 10-15 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.
- **High Throughput Rate:** greater than 16 reams per hour of standard letter size 20 lb bond paper when processed at the maximum sheet capacity as established by RCMP testing.

2.5.3 Type IIIB

Type IIIB shredders are approved for bulk destruction only and must have a **minimum throughput rate of 15 reams per hour** when processed at the maximum sheet capacity as established by RCMP testing.

2.6 Technical Evaluation

The RCMP technical evaluation for shredders includes a verification of chaff size, determination/ verification of feed rate and maximum (optimum) sheet capacity and verification of other factors that affect performance during testing. Throughput rate and sheet capacity are listed with equipment data for comparison purposes only. Factors that significantly affect safety or performance will constitute failure.

2.6.1 Noise levels

Noise levels during operation must not exceed 87 dB (A). Type IIIB shredders that exceed this level may be approved, but a note will be added to the SEG listing indicating that hearing protection may be required for extended exposure.

2.6.2 CSA Certification

The RCMP considers CSA certification to be a significant determinant of product safety and all shredders should be certified under CAN/CSA C22.2. In most cases, a cUL labelled motor will be acceptable for approval, but **the local Authority Having Jurisdiction (AHJ) may require additional safety certification before authorizing connection to electrical systems**. The RCMP cannot provide any assistance or advice concerning such certification. Manufacturers and distributors are responsible for compliance with Canadian electrical and safety regulations.

3. Testing

3.1 Scope

All office shredders must be tested by the RCMP authorized Canadian testing agency (currently La Relance Outaouais) to verify compliance with requirements of the RCMP *Destruction Equipment Test Standard* and qualify them for listing in the Security Equipment Guide (SEG).

3.2 Manufacturer's Responsibility

The manufacturer / authorized Canadian distributor is responsible to arrange with the authorized test agency for payment, delivery, testing and return. Manufacturers or authorized representatives wishing to submit shredders for testing must contact the authorized testing agency directly to arrange for testing and to coordinate shipping/receiving. Testing costs are set by the authorized test agency and are the Manufacturers' or authorized representatives' responsibility. The RCMP will not act as an intermediary in this process.

3.3 Listing Period

The review period is normally ten (10) years. The RCMP may require re-testing at the end of the review period. The RCMP may mandate re-testing at any time to investigate concerns.

3.4 Submission Information Requirements

The manufacturer or authorized distributor must provide proof to the authorized test agency that they are the original equipment manufacturer (OEM) or the authorized Canadian distributor with authority to submit equipment for testing on behalf of the manufacturer. Distributors who pay for testing are required to sign a declaration (form provided by the authorized test agency) signifying that they understand and accept that if the identical shredder is subsequently introduced under a different brand, the RCMP may approve the new machine on the basis of confirmed equivalency to a tested and approved machine. Distributors should address this possibility with their supplier / manufacturer – by having the manufacturer pay for all testing which would apply regardless of brand / distributor, or by reimbursing the distributor for testing costs should the machine be sold by a competitor under a different brand.

Documentation expected includes the 'CAGE' Code of the manufacturer, distribution licence or authority from the manufacturer to represent the manufacturer for the purposes of equipment testing. Authorized distributors must provide comprehensive after sales service and repair to all equipment marketed to the federal government as a condition of listing in the SEG. A 24-hour repair or temporary replacement policy is expected.

3.5 Representative Sample

The item submitted for testing must be a representative sample of standard production equipment, without special modification or adjustment. Cleaning and adjustments to bring the item to peak operating condition (as-new) are permissible before the test begins. No cleaning or adjustments are permissible at any time during the test. Automatic oilers are not used during testing unless a standard feature of the shredder.

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3.6 Test Results and Notification

The test results are confidential and submitted to the RCMP Test Coordinator only. Upon review of the test results, the Test Coordinator will send the manufacturer/ authorized distributor a letter confirming that the tested item passed or failed and additional information as appropriate.

A copy of the letter will go to PWGSC/ ICPSSS (Industrial and Commercial Products and Standardization Services Sector) and the Canadian Industrial Security Directorate (CISD) of PWGSC.

Where the item is approved, the distributor may state in promotional material directed exclusively to government departments the security level and the supply arrangement number for which the item is approved and that it is listed in the Security Equipment Guide. The distributor may also include the URL for the SEG and refer authorized clients to the SEG for confirmation of approval and application guidance.

Where the item fails testing, the manufacturer/ distributor will be asked to ensure that promotional and product literature do not make any claim or inference that the item is approved. The term "Type" is specific to the RCMP test program and must not be used except when referring to approved paper shredders.

The use of the term "RCMP approved" is not permitted at any time.

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Appendix 2.0 Categories

(models # to be inserted at issuance of Supply arrangement)

Category 1: (i) Type II Low
(ii) Type II Medium
(iii) Type II High

Category 2: (i) Type II Level 6 Low
(ii) Type II Level 6 Medium
(iii) Type II Level 6 High

Category 3: (i) Type III A- Low
(ii) Type III A- Medium
(iii) Type III A- High

Category 4: (i) Type III B - 15 or more

When a shredder is approved at the Type II (Level 6) category, it is deemed to meet all requirements of the Type II category. As such, suppliers may submit a Type II (level 6) model for a Type II requirement.

When a shredder is approved at the throughput rate of high, it is deemed to meet the requirements of medium and low sub-categories. As such, suppliers may submit a high throughput rate model for medium and low requirements. A supplier may also submit a medium throughput rate model for low requirements.

Example

The client has a requirement for a Type II - Medium and received the following bid :
(please note that prices are for demonstration purposes only)

- 1) Type II - Medium for \$2300
- 2) Type II - Medium for \$2500
- 3) Type II level 6 - High for \$2295

Since the Type II level 6 - High meets all requirements of a Type II - Medium and is the lowest price, the contract would be awarded to supplier #3.

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Annex “B” - Model Specifications

Appendix 1.B Models

All approved models of every Supply Arrangement (SA) holder will be listed in this appendix.

Both the throughput rate and the sheet capacity (in grey) are as determined by RCMP testing.

| Category / Type | | Category / Type | |
|---------------------------------|--|---------------------------------|--|
| Model | | Model | |
| Nominal* Particle Size (inches) | | Nominal* Particle Size (inches) | |
| Nominal* Particle Size (mm) | | Nominal* Particle Size (mm) | |
| Feed Opening (inches) | | Feed Opening (inches) | |
| Automatic oiler | | Automatic oiler | |
| Automatic oiler compatible | | Automatic oiler compatible | |
| Horsepower (hp) | | Horsepower (hp) | |
| Motor Output (KW) | | Motor Output (KW) | |
| Electrical requirements (volts) | | Electrical requirements (volts) | |
| Dimensions (DxWxH) | | Dimensions (DxWxH) | |
| Shipping Weights (lbs.) | | Shipping Weights (lbs.) | |
| Throughput rate (reams/hr) | | Throughput rate (reams/hr) | |
| Sheet Capacity (per feed) | | Sheet Capacity (per feed) | |

*Nominal: Shred size for the model

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Annex "C" - Supplier Information

Appendix 1.0 - Regional Point of Contact

Region: British Columbia

| | |
|------------|--|
| SA Holder: | |
| Sales: | |
| Name: | |
| Tel / Fax: | |
| Email: | |
| Service: | |
| Name: | |
| Tel / Fax: | |
| Email: | |

Region: Prairies

| | |
|------------|--|
| SA Holder: | |
| Sales: | |
| Name: | |
| Tel / Fax: | |
| Email: | |
| Service: | |
| Name: | |
| Tel / Fax: | |
| Email: | |

Region: Ontario (excluding NCR)

| | |
|------------|--|
| SA Holder: | |
| Sales: | |
| Name: | |
| Tel / Fax: | |
| Email: | |
| Service: | |
| Name: | |
| Tel / Fax: | |
| Email: | |

Region: National Capital Region (NCR)

| | |
|------------|--|
| SA Holder: | |
| Sales: | |
| Name: | |
| Tel / Fax: | |
| Email: | |
| Service: | |
| Name: | |
| Tel / Fax: | |
| Email: | |

Region: Québec

| | |
|------------|--|
| SA Holder: | |
| Sales: | |
| Name: | |
| Tel / Fax: | |
| Email: | |
| Service: | |
| Name: | |
| Tel / Fax: | |
| Email: | |

Region: Maritimes

| | |
|------------|--|
| SA Holder: | |
| Sales: | |
| Name: | |
| Tel / Fax: | |
| Email: | |
| Service: | |
| Name: | |
| Tel / Fax: | |
| Email: | |

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Appendix 2.0 - Supplier Models (in alphabetical order)

[illegible]

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Name of Supply Arrangement (SA) Holder: _____ SA Number: _____

Period of Quarterly Report: From _____ To _____

| Department Name | Client Name | Order Number | Model | Qty | Unit Price | Date of Order (DD/MM/YY) | Value of Contract |
|---|-------------|--------------|-------|-----|------------|--------------------------|-------------------|
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
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| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| | | | | | \$ | | \$ |
| Total of Quarterly Expenditures for all Contracts | | | | | | | \$ |

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Annex "E" - Bid Solicitation Document

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

Requirement checklist

| To be completed by the Client/User | | | To be completed by the Vendor Only models listed in Annex "B" may be offered. | | |
|---|-----------------|----------------------------|--|--------------------|------------------------------|
| Qty | Shredder Type | Throughput Rate (reams/hr) | Shredder Model Number Offered | Shredder Unit Cost | Total Cost (Qty x Unit Cost) |
| | Type II | Low | | \$ | \$ |
| | Type II | Medium | | | |
| | Type II | High | | \$ | \$ |
| | Type II Level 6 | Low | | \$ | \$ |
| | Type II Level 6 | Medium | | | |
| | Type II Level 6 | High | | \$ | \$ |
| | Type III A | Low | | \$ | \$ |
| | Type III A | High | | \$ | \$ |
| | Type III A | Very High | | \$ | \$ |
| | Type III B | 15 or more | | \$ | \$ |
| Total: A | | | | | |
| Special Specifications: Example: Throughput rate of 12 reams/hr; Feed opening of 16", Automatic oiler, etc. | | | | | Price |
| | | | | | |
| | | | | | |
| Total: B | | | | | |
| Consumable: (may only be purchased with shredders. They cannot be purchase separately) Example: 1 box of 100 bags; 1 case of 12 bottles of 500ml of oil, shelf etc. | | | | | Price |
| | | | | | |
| | | | | | |
| Total: C | | | | | |

Note: To prolong the life of the machine, it is highly recommended to use an automatic oiler and manufacturer approved oil.

| | | | |
|---------------------------------|-------------------------------|---------------------------------|----|
| Requested Delivery (YYYY/MM/DD) | Delivery Offered (YYYY/MM/DD) | Sub-total cost (A+B+C): | \$ |
| | | Installation required ___Y ___N | |
| | | Delivery & Installation: | \$ |
| | | GST/HST: | \$ |
| | | Total Cost: | \$ |
| Project Authority Name: | | Organization: | |
| Destination: | | | |
| Telephone: | | Facsimile: | |
| E-mail address: | | | |
| Invoice to be sent to: | | | |

3. Standard Instructions, Clauses and Conditions

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 _____ (insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address:
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rese-eng.jsp>) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

4. Submission of Bids

Bids must be submitted to the Identified User (IU) indicated in the bid solicitation, and in Article 4.1 of Annex "F" - Resulting Contract Clauses, by (insert the time and date of closing).

5. Inquiries - Bid Solicitation

All Inquiries must be submitted to the IU no later than two (2) calendar days before the bid closing date. Inquiries received after that time may not be answered.

6. Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

6.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation. Suppliers may only bid products from Annex "B".

6.2 Financial Evaluation - Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services or Harmonized Sales Tax, DDP Delivered Duty Paid (destination), Incoterms 2000, including Canadian customs duties and excise taxes. Delivery charges must appear on a separate line item in the bid.

6.3 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

7. Resulting Contract Clauses

Please refer to Annex "F" - Resulting Contract Clauses of the Supply Arrangement E60HN-12SHRD

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Annex "F" Resulting Contract Clauses

1. Requirement (insert requirement as detailed in the solicitation document)

2. 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 (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2029_____ (Insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) available at the following address: <http://sacc.pwgsc.gc.ca/sacc>)
General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

2.2 SACC Manual Clauses

B1000T_____ (insert date) Condition of Material

3. Term of Contract - Delivery Date

All the deliverables must be received on or before _____ (insert the date).

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Department: _____

Address: _____

Telephone : _____

E-mail address: _____

Facsimile: _____

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.

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4.2 Project Authority

The Project Authority for the Contract is:

Name: _____

Department: _____

Address: _____

Telephone : _____

E-mail address: _____

Facsimile: _____

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.

4.3 Contractor's Representative

Name: _____

Address: _____

Telephone : _____

E-mail address: _____

Facsimile: _____

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price of \$_____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. Delivery and installation costs must be identified as a separate line items on the invoice.

5.2 Limitation of Price

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

5.3 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

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6. Invoicing Instructions

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

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7. Applicable Laws

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

8. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid -DDP- (insert the named place of destination) Incoterms 2000 for shipments from a commercial contractor.

Annex "G" - Test Results Sheets

- Paper Shredder – Type II and Type II (Level 6)
- Paper Shredder – Type IIIA
- Paper Shredder – Type IIIB

To obtain a copy of the blank test result sheets, contact the Supply Arrangement Authority.

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