



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

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

<b>Title - Sujet</b> Fire, Safety and Rescue Equip. RFI	
<b>Solicitation No. - N° de l'invitation</b> E60HN-17FSRE/A	<b>Date</b> 2017-05-17
<b>Client Reference No. - N° de référence du client</b> E60HN-17FSRE	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-336-72889
<b>File No. - N° de dossier</b> hn336.E60HN-17FSRE	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-06-05</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bisson, Phillipe	<b>Buyer Id - Id de l'acheteur</b> hn336
<b>Telephone No. - N° de téléphone</b> (873) 469-3345 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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**REQUEST FOR INFORMATION (RFI)**  
**FIRE, SAFETY AND RESCUE EQUIPMENT (FSRE)**  
**PUBLIC SERVICE AND PROCUREMENT CANADA (PSPC)**  
**2017**

**PART 1 – PURPOSE AND NATURE OF THE REQUEST FOR INFORMATION (RFI)**

- 1.1 Purpose of the RFI
- 1.2 Nature of the RFI

**PART 2 – INSTRUCTIONS TO RESPONDERS**

- 2.1 Format of Responses
- 2.2 Submission of Responses
- 2.3 RFI Authority
- 2.4 Enquiries
- 2.5 Official Languages
- 2.6 Response Confidentiality

**PART 3 – QUESTIONS AND LIST OF MANUFACTURERS**

- 3.1 Questions for Industry
- 3.2 List of Manufacturers by section and subsection
- 3.3 Comments on draft Request for Standing Offer

**ANNEX A – DRAFT REQUEST FOR STANDING OFFER (RFSO)**

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## **PART 1 – PURPOSE AND NATURE OF THE REQUEST FOR INFORMATION (RFI)**

### **1.1 Purpose of the RFI**

The Department of Public Service and Procurement Canada (PSPC) is launching a Request for Information (RFI) in order to seek information and feedback from suppliers and the industry with regard to the Standing Offer for *Fire, Safety and Rescue Equipment (FSRE)* as described herein. The Standing Offer is used as a method of supply for products categorized under Goods and Services Identification Numbers (GSINs) N4210 and N4240.

The information/feedback collected from this RFI may be used to improve the process for all parties involved.

### **1.2 Nature of the RFI**

It is important to note that this is not a bid solicitation. This RFI will not result in the issuance of any Standing Offer. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. The RFI will not result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI, this will not preclude that supplier from participating in any future procurement.

Nothing in this RFI will be construed as a commitment from PSPC to issue a solicitation for this project. PSPC may use non-proprietary information provided in this review and/or in the preparation of any formal solicitation document.

PSPC will not be bound by anything stated herein and reserves the right to change at any time, any or all parts of the requirement, as it deems necessary. PSPC also reserves the right to revise its procurement approach, as it considers appropriate, either based upon information submitted in response to this RFI or for any other reason it deems appropriate.

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## PART 2 – INSTRUCTIONS TO RESPONDERS

### 2.1 Format of Responses

For ease of use and in order to gain the greatest value from the responses, Canada requests Respondents to follow the structure as detailed herein. There is no page limit on the information to be provided. Respondents are requested to:

- 1) Answer the questions at Part 3, Section 3.1.
- 2) Review the list of Manufacturers at Part 3, Section 3.2, and either add or remove existing manufacturers and/or subsections.  
*(Please note: Respondents must provide a justification for the addition or removal of Manufacturers/Subcategories)*
- 3) Provide additional comments on any component of the draft Request for Standing Offer (RFSO) as shown at Annex A.

Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this RFI, either by telephone, in writing or in person.

### 2.2 Submission of Responses

Responses are not considered bids but, for expediency purposes, the PSPC Bid Receiving Unit is the designated location where written responses shall be sent. However, electronic submissions are also acceptable and may be sent by email to the RFI Authority as described herein.

Bid Receiving Unit  
Public Works and Government Services Canada  
Place du Portage  
Level OB2-103, Phase III  
11 Laurier Street,  
Gatineau, Quebec, K1A 0S5  
Telephone: (819) 420-7200 Fax: (819) 997-9776

The Respondent's name, return address, RFI number and closing date should be clearly visible on the response. Responses to this RFI will not be returned.

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### **2.3 RFI Authority**

The Public Service and Procurement Canada (PSPC) RFI Authority is responsible for the management of the procurement and RFI process.

Phillipe Bisson  
Public Service and Procurement Canada (PSPC)  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
"HN" Division  
7B3, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC, K1A 0S5  
Telephone: (873) 469-3345  
Facsimile: (819) 953-4944  
E-mail address: [phillipe.bisson@pwgsc-tpsgc.gc.ca](mailto:phillipe.bisson@pwgsc-tpsgc.gc.ca)

### **2.4 Enquiries**

PSPC will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers as this is not a bid solicitation process. However, respondents with questions regarding this RFI may direct their enquiries to the RFI Authority named above.

### **2.5 Official Languages**

Responses may be in English or French, at the preference of the Respondent.

### **2.6 Response Confidentiality**

Respondents are requested to clearly identify those portions of their response that are proprietary. The confidentiality of each Respondent's response will be maintained. Items that are 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 questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.

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## PART 3 – QUESTIONS AND LIST OF MANUFACTURERS

### 3.1 Questions for Industry

#### Question 1:

Would there be any concerns if it was mandatory for suppliers to supply nationally versus the current regional format? Please explain.

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#### Question 2:

Do you see any benefits from the inclusion of “Private Brands” on the Standing Offer? If you did have private brands on the previous SO, how much of this product was purchased? Please Explain.

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Question 3:

Would the change from a single Standing Offer Holder per manufacturer to a ranking system of two suppliers (plus ties) for each manufacturer be beneficial? Please explain.

(Example: 1<sup>st</sup> Supplier of Product A = 55% discount, 2<sup>nd</sup> Supplier of Product A = 50% discount)

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Question 4:

Would you recommend adding or removing a main category, a subcategory or a sub-category description to the Standing Offer? Please explain.

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Question 5

Do the current dates of the Bi-Annual MSRP Update Mechanism work for you?  
(1<sup>st</sup> Update: April 1, 2<sup>nd</sup> Update: October 1)

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Question 6

Are you eligible for Aboriginal Procurement Set Asides? (Eligibility can be verified here:  
<http://www.aadnc-aandc.gc.ca/eng/1100100033060/1100100033061>)

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Question 7

Are there products listed on your MSRP that have environmentally friendly characteristics? If so, what are these products and their environmental characteristics?

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Question 8

Can you provide a website in both official languages? (French and English)

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Question 9

Do you supply adaptive equipment under this standing offer that consists of work-related devices or equipment that allow employees with disabilities to participate as fully as possible in the workplace? If so, are there any standards for these products?

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Question 10

Other than the topics discussed in the previous questions, is there any component of the Standing Offer that can be improved? Please explain.

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### 3.2 List of Manufacturers by section and subsections

In this part of the RFI, PSPC invites Industry to review the below lists of manufacturers and to supply PSPC with names of Manufacturers that they believe should be removed, edited or added to a specific sub-category. For each new recommended Manufacturer, we require that supporting information be provided, such as a product description, and their website address, allowing us to validate that their line of business respects the intent of the Standing Offer. In an effort to support PSPC's Green initiative, paper product catalogues will not be accepted.

Please note:

- (1) This list is intended to form part of the upcoming Request for Standing Offer.
- (2) Failure to provide supporting documentation for each new additional manufacturer will nullify the Respondent's suggestion and the addition of the manufacturer will not be considered.
- (3) No services are to be included in this RFI or any resulting Standing Offer.

Main Categories Description	Sub-category Description
<b>FIRE EQUIPMENT</b> (F-01 to F-06)	F-01: Fire Fighting Equipment F-02: Portable Fire Pumps F-03: Firefighting foam & Equipment F-04: Hose Testers F-05: Ladders F-06: Fire Extinguishers and related equipment
<b>SAFETY EQUIPMENT</b> (S-01 to S-10)	S-01: Confined space breathing/ Gas detection Equipment S-02: Protective Gloves S-03: Head Protection S-04: Ear Protection S-05: Spill Containment, Prevention & Storage S-06: Signage S-07: Eye Protection S-08: Portable Wash Stations/Basins S-09: Portable Ventilation Fans S-10: Lighting
<b>RESCUE EQUIPMENT</b> (R-01 to R-04)	R-01: Man-down Alarms R-02: Rescue Equipment & Training Aids R-03: Fall Arrest Equipment R-04: Extrication Tools & Struts Kits

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Main Category 1: Fire Equipment		
Sub-category Description	Manufacturers	Proposed Manufacturers
<b>F-01: Fire Fighting Equipment:</b> Fire hoses, hose nozzles, hose couplings, camlocks, caps and plugs, elbow connections, fire house ramps, hose, winders, flanges, strainers, valves, gaskets, gauges, jacks, racks, airbag lifting kits, claw tools, axes and related, hand extrusion/ forcible entry tools, fire hydrant wrenches, buckets.	Angus	
	Bullard	
	Checkers	
	Dixon	
	Dixon/ Northline	
	G HJUKSTROM LTD	
	Hastings Brass Ltd.	
	Lakeland	
	Scotty FireFighter	
<b>F-02: Portable Fire Pumps:</b> High volume pumps, mid range pumps, high pressure pumps, high pressure-volume pumps, de-watering pumps, floating pumps, backpack pumps, hand pumps, portable pump accessories.	Akron	
	CET	
	Hudson	
	Ottawa Brass	
<b>F-03: Firefighting foam &amp; Equipment:</b> Class A foams, Class B foams, Foam agents, handline nozzles and eductors, foam solution test instruments, monitors, master foam monitor nozzles, Air-Aspirating foam nozzles, portable foam carts, foam stations.	3M	
	Angus	
	Ansul	
	Hastings Brass	
	Scotty FireFighter	
	TYCO Ltd.	
<b>F-04: Hose Testers:</b> Fire hose outlet tester, portable flow and pressure meter, hydrostatic test pump, line cage, hose tester accessories.	Dixon/ Northline	
	Steel Fire Equipment Ltd.	
<b>F-05: Ladders:</b> Ridged ladders, expanding ladders, escape ladders, rope ladders, rolling ladders, dual sided ladders, telescopic ladders, ladder jacks, ladder bumpers, ladder mounts, ladder accessories.	CET - Ladder	
	Duo safety	
	Featherlite Ladders	
	Steel Fire Equipment Ltd	
<b>F-06: Fire Extinguishers and related equipment:</b> Water extinguisher, foam extinguisher, dry chemical (powder) extinguisher, carbon dioxide extinguisher, vaporizing liquid (non-halon clean agents) extinguisher, Halon, wet chemical, Class D extinguisher, powders, liquids, fire extinguisher cases, hangers, brackets and accessories.	Ansul Inc	
	Kidde Canada (Pyrene/Angus)	
	Ottawa Brass	
	Steel Fire Equipment	

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## Main Category 2: Safety Equipment (Part 1)

Sub-category Description	Manufacturers	Proposed Manufacturers
<b>S-01: Confined space breathing/ Gas detection Equipment:</b>  Supplied air respirators, emergency breathing supply system, air masks, portable air supply systems, positive pressure full mask, constant flow airline respirator, pressure demand airline respirators, supply hood, constant flow airline accessories, air cylinders, communications systems (Voice Amplifier), respirator mask and filters, dust mask, disposable gas tight suit, Hazmat Suits, Air purifying respirators, accessories.  Gas detection equipment, air quality detection equipment, CO/ CO2 detectors/ testers, multigas detectors, smoke detectors	3M (Including Quest and Aearo)	
	AE Ralston LTD.	
	Air Systems International	
	Allegro	
	BioSystems by Honeywell	
	Bullard Ltd.	
	BW technologies by Honeywell	
	Can-Sling by Capital Safety	
	Capital Safety Group of Canada	
	Concept Controls	
	DBI Sala by Capital Safety	
	Draeger	
	E.I Dupont Ltd.	
	Ergodyne	
	Honeywell (Formerly Bilsom)	
	Honeywell (Formerly Dalloz)	
	Honeywell (Formerly Sperian)	
	Honeywell (Formerly Survivair)	
	Honeywell Analytics	
	Industrial Scientific	
	Interscan Corporation	
	Kappler	
	Landtec	
	Miller by Honeywell	
	Moldex Ltd.	
	MSA	
	North by Honeywell	
	Petzel	
	PMI	
	QuietPRO by Honeywell	
	RAE Systems by Honeywell	
	Ralston Inc.	
	Scott	
	Sperian	
	US Safety	
	Zenith Safety	
<b>S-02: Protective Gloves:</b> Hardware and accessories	3M	
	Ansell	
	BDG	
	Decade	
	Dupont	
	Ergodyne	
	Gander	
	Glove Crafters Inc.	
	Honeywell (Formerly Bacou-Dalloz)	
	Honeywell (Formerly Sperian)	
	Impacto	
	Jomac	
	Kimberley Clark	
	Mapa Gloves	
	Marigold	
	Mechanix Wear	
	Microflex Corp.	
	National Safety Apparel	
	North by Honeywell	
	Perfect Fit by Honeywell	
	Protective Industrial Products	
	QRP	
	Showa-Best Gloves Inc.	
	Superior Glove Work LTD.	
	Techtrade	
	Viking	
	Zenith Safety	

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<b>S-03: Head Protection:</b> Headware and accessories	3M (including AEARO)	
	AGO Industries	
	Bullard	
	Dentec Safety Inc.	
	Draeger	
	Dynamic Safety Products	
	ERB Products	
	Fibermetal by Honeywell	
	Honeywell (Formerly (Bacou Dalloz)	
	Howard Leight by Honeywell	
	Lakeland Fire	
	MSA	
	MSA (Formerly Cairns)	
	National Safety Apparel	
	North by Honeywell	
	Petzel	
	Protective Industrial Products	
	Thermo Cool	
	Thermo Heat	
<b>S-04: Ear Protection:</b> Ear muffs, plugs and accessories.	3M (including Aearo)	
	Honeywell (Formerly Bilsom)	
	Howard Leight by Honeywell	
	QuietPRO by Honeywell	
	Hellburg	
	Moldex	
	MSA	
	Honeywell (Formerly Dalloz)	
	North by Honeywell	
	Peltor by 3M	
	Tasco	
	Sensear Inc.	
<b>S-05: Spill Containment, Prevention &amp; Storage:</b> Cabinets, lockers, drums, barrels, boxes, bins, sheds, hazmat stations, spill kits & containment pallets, drum cradles, cans, pails, containers, containment berms & barriers, chemical and granular sorbents, Sorbent booms, pads pillows, socks , acid neutralizers, liquid solidifiers and accessories.	Axiom Oilfield Solutions	
	Bradley	
	Canross Eagle	
	Enpac	
	Herbert Williams	
	JustRite	
	North by Honeywell	
	Quatrex	
	Rupture Seal	
	SPC Sorbent Products	
	Spilkleen	
	Zenith Safety	

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Main Category 2: Safety Equipment (Part 2)		
Sub-category Description	Manufacturers	Proposed Manufacturers
<b>S-06: Signage:</b> Signs, labels, stickers, cones, pylons, vests, flags, tapes, safety barriers, sign holders, traffic wands and accessories.	3M	
	Accuform Signs	
	Allegro	
	Brady	
	Dynamic Safety	
	North by Honeywell	
	Protective Industrial Products	
	Rubbermaid	
	Safe and Sound	
	Top Tape	
	Wasip	
	Zenith Safety	
<b>S-07: Eye Protection:</b> Spectacles, goggles, masks, shields, Welding visors, cases and accessories.	3M (Including Aearo)	
	Bradley	
	Honeywell (Formerly Bacou-Dalloz)	
	Bolle Safety	
	Crews	
	Dynamic Safety	
	Emergency First Aid Ltd.	
	Fibermetal by Honeywell	
	Haws	
	Kimberly Clark	
	MSA	
	North by Honeywell	
	Pyramex	
	Speakman	
	Honeywell (Formerly Sperian)	
	US Safety	
	Uvex by Honeywell	
	Zenith Safety	
<b>S-08: Portable Wash Stations/Basins:</b> Portable safety shower stations, eyewash stations, basins and accessories.	3M (including Aearo)	
	Bradley	
	Crews	
	Dynamic Safety Products	
	Emergency First Aid Ltd.	
	Fendall by Honeywell	
	Fibremetal by Honeywell	
	Haws	
	Honeywell (Formerly Sperian)	
	Honeywell (including Dalloz)	
	Kimberly Clark	
	MSA	
	North by Honeywell	
	Pyramex	
	Quatrex Inc.	
	SPC Sorbent Products	
	Speakman	
	Spill Kleen	
	Tennessee Mat (Wearwell Inc.)	
	UltraTech International Inc.	

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<b>S-09: Portable Ventilation Fans:</b> Hoods, blowers, box, floor and tilt drum fans, flexible ducting, fan filters & screens, confined space ventilation and blowers, intake & exhaust flanges, accessories.	Air Systems Intern'l	
	Airking	
	Allegro	
	Bullard Mfg. Co. Ltd.	
	Leader Fan	
	Milwaukee Tools	
	Port-a-Cool	
	Qmark-Marley Industrial	
<b>S-10: Lighting:</b> Portable lighting kits, string lights, beacons, flood lights, flashlights, headlamps, stands, Hand/Work/Trouble lights, lighting cases and accessories.		
	Air Systems International	
	Akron Brass	
	ENERGIZER	
	Eveready Ltd.	
	Kohler/Brightstar	
	Mag-Lite Ltd.	
	Pelican	
	Petzl Ltd.	
	Rayovac	
	Streamlight	
	UK Kenitics Ltd.	



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Main Category 3: Rescue Equipment		
Sub-category Description	Manufacturers	Proposed Manufacturers
<b>R-01: Man-down Alarms:</b> Man-down Alarms	Draeger Grace MSA Scott	
<b>R-02: Rescue Equipment &amp; Training Aids:</b> Backboards, ropes, pulleys, blocks, stretchers, rescue hauling kits, rigging, harnesses, straps, splints, carabiners, webbing, ascenders, rope bags, retrieval kits, splints, seatbelt cutters, evacuation chairs, confined space tripod/ davit arms/ winches, tool holders & accessories. Training Aids: mannequins, simulaids	Air Systems Intern'l Cancord Ltd. Can-Sling by Capital Safety Capital Safety Group Canada DBI Sala by Capital Safety Dynamic Emergency First Aid Ltd. Ergo-Dyne Honeywell (including Dalloz) Miller by Honeywell MSA North by Honeywell Petzl Inc. PMI Safecross Wasip	
<b>R-03: Fall Arrest Equipment:</b> Tie-back shock absorbing lanyards, boom belts, sure stop lanyards, tool lanyards, arcsafe harnesses, full body safety harness, self retracting lanyards, self-locking hubs, rear front side and shoulder attachments, restraint lanyards, spreader bars, connector straps/ cables, accessories. Pole climbing equipment: belts, climbers and gaff guards, foot plates pads, holsters, pole straps and accessories.	3M Can-Sling Capital Safety Group of Canada DBI-Sala Dynamic Safety Ergodyne Honeywell (Formerly Dalloz) Klein Miller MSA North by Honeywell Petzl Inc. PMI Protecta Sala Sellstrom Yates	
<b>R-04: Extrication Tools &amp; Struts Kits:</b> Hydraulic Rescue Tools, hydraulic pumps, power units, hand pumps, cutters heads, spreader heads, ram heads, combination tool heads, wrenches, hoses and wheels, rescue saws, cutting blades/wheels and extrication accessories, Strut kits, strut extensions, swivel base, rigid base, strut regulator, air hoses, deployable raker rail system, monopod/pulley kits, shoring hammer, lifting bags, air cushions, vehicle stabilizing kits, and accessories.	Hurst Ltd. Rescue 42 Res-Q-Jack Zimatic Corp.	

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In this section of the RFI, PSPC invites Respondents to provide their general comments on the draft Request for Standing Offer (RFSO) as shown in Annex A. Please note, the draft RFSO is subject to change at PSPC's discretion.

[illegible]

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## PART 1 - GENERAL INFORMATION

### 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, the security requirement, if applicable, and the basis of selection;
- Part 5: Certifications: includes the certifications to be provided;
- Part 6: 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the List of categories/sub-categories, firm percentage discounts and Private Brands, the Mandatory Standing Offer Usage Report and the Manufacturer's Authorization Letter template and the Mandatory Criteria Response Template.

### 2. Summary

#### (i) Requirement :

To establish a National Master Standing Offer (NMSO) for the supply of Fire, Safety and Rescue Equipment (FSRE) categorized under Goods and Services Identification numbers (GSIN) N4210 and N4240 on an "as required" basis.

#### (ii) Identified Users

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

The Standing Offer Authority reserves the right to modify point 6. Identified Users to include other jurisdictional governments (Provincial, Municipal, Territorial etc.)

**(iii) Standing Offer duration**

The NMSO will be for one (1) twelve (12) month period, from date of issuance of any Standing Offer plus the option for Canada to extend for two (2) twelve (12) month periods, under the same terms and conditions.

**(iv) Trade Agreements**

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

**3. Security Requirements**

There is no security requirement associated with the requirement.

**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.

**5. Key Terms**

**a) *Delivered Duty Paid (DDP) :***

“Delivered Duty Paid” means the seller must pay for all of the costs related to transporting the goods and is responsible in full for the goods until they have been received and transferred to the buyer. This includes, but not limited to, paying for the shipping, the duties and any others expenses incurred while shipping and importing the goods.

**b) *Manufacturer’s Suggested Retail Price (MSRP):***

For the purpose of this Standing Offer, Manufacturer’s Suggested Retail Price (MSRP) is defined as any common price list provided by the manufacturers listed in Annex A, whether it be published or unpublished it is the price suggested by the manufacturer for small quantity sales directly to the consumer. For this Standing Offer, all offerors must provide the same MSRP as created by the manufacturer.

**c) *Common Canadian Manufacturer’s Suggested Retail Price (MSRP):***

For the purpose of this NMSO, Common Canadian Manufacturer’s Suggested Retail Price (MSRP) is defined as MSRP in Canadian dollars (\$CAD). All offered MSRP must be provided in Canadian Dollars.

**d) *Private Brands:***

Private brands are defined as any product line which is solely distributed, either by the manufacturer directly or through a sole distribution partnership.

## PART 2 - OFFEROR INSTRUCTIONS

### 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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) calendar days

Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

Reference	Section	Date
<a href="#">A9130T</a>	Controlled Goods Program - Bids	2014-11-27
<a href="#">M9033T</a>	Financial Capability	2011-05-16
<a href="#">B1000T</a>	Condition of Material	2014-06-26
<a href="#">B4024T</a>	No Substitute Products	2006-08-15

### 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.

### 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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#### **4. Applicable Laws**

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

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



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 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 and 1 soft copy on USB or CD)
- Section III: Certifications (1 hard copy)

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

Prices/Percentage discounts must appear in the financial offer only. No prices/percentage discounts 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 the bid solicitation.

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

In their technical offer, Offerors must include:

##### a) Manufacturers Authorization Letters:

Offerors must provide a recently completed Manufacturer's Authorization Letter (See Annex C) for each manufacturer being offered. The manufacturer's letters must be provided with the offer at time of bid closing. These letters must be under the letterhead of the manufacturer, signed by the representative indicated in the Offerors Technical Offer and should have the absolute authority to designate agents / distributors. Facsimile versions will not be accepted.

An Offeror cannot provide a percentage discount for a manufacturer that has not been validated by providing the Standing Offer Authority with a rightfully signed authorization letter.

**b) Manufacturer Contact Person:**

As part of their Technical offer, Offerors must identify a Manufacturer Contact Person for each manufacturer listed in their offer. The name and current contact details of each contact person must be provided in Annex C. Public Service and Procurement Canada (PSPC) reserves the right to verify the accuracy of the contact information provided for the Manufacturer Contact Person.

It is the Offeror's responsibility to obtain the co-operation of the manufacturer, to agree to, and select only one (1) Manufacturer Contact Person to represent the manufacturer's products for this RFSO. The Manufacturer Contract Person must be the highest ranking authorized representative available.

**c) Common Canadian Manufacturer's Suggested Retail Price (MSRP):**

As part of their Technical Offer, Offerors must provide a copy of the most recent Common Canadian Manufacturer's Suggested Retail Price List (MSRP) at time of bid closing; for each manufacturer offered.

In the interest of Green Procurement and reducing Canada's paper consumption, PSPC strongly encourages offerors to submit their Common Canadian MSRP price lists electronically, at time of bid closing, either by standard USB flash drive or CD-ROM. Acceptable formats are as follows: PDF, MSWORD, MS EXCEL. Paper copies are also acceptable. Email copies will not be accepted.

**Section II: Financial Offer**

Offerors must submit their financial offer (percentage discounts off of MSRP lists) in accordance with Annex A. Applicable taxes must be shown separately. Offerors may be required to provide, prior to issuance of any resulting Standing Offer, specific information with respect to their legal and financial status, to satisfy the requirement as stipulated in this solicitation.

Common Canadian Manufacturer's Suggested Retail Price Lists (MSRP) must be offered in Canadian Dollars (\$CAD) only.

**1.1 Ordering and Payment of Invoices by Credit Card**

Canada requests that offerors complete one of the following:

☐ Government of Canada Acquisition (credit) cards will be accepted for payment of invoices.

☐ payment up to \$10,000, or

☐ payment and orders up to \$10,000.

The following Government of Canada Acquisition (credit) card(s) are accepted:

☐ VISA

☐ MasterCard

OR

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( ) Government of Canada Acquisition (credit) cards will not be accepted for orders or payment of invoices.

The Offeror is not obligated to accept orders or payment by credit card. Acceptance of credit cards for orders or payment of invoices will not be considered as an evaluation criterion.

## **1.2 Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the offer non-responsive.

## **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 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.

### Evaluation Criteria

In order to be issued a Standing Offer, Offerors must meet all of the following mandatory requirements and offer the greatest percentage discount off of the common Canadian Manufacturer's Suggested Retail Price List (MSRP) by manufacturer by sub-category.

A minimum of two (2) responsive offerors for each manufacturer, per sub-category, must be received in order for the manufacturer to be considered for inclusion in the NMSO.

### Mandatory Criteria

To be eligible for issuance of a Standing Offer, Suppliers must meet ALL of the following Mandatory Criteria. Offerors must provide supporting documentation where requested. Simply stating that you meet each mandatory requirement is not sufficient to be deemed compliant. Responses to the following mandatory criteria must be provided under Annex D – Mandatory Criteria Response Template.

#### Mandatory Criteria #1:

Offerors must provide a copy of the most recent common Canadian Manufacturer's Suggested Retail Price List (MSRP) at time of bid closing; for each manufacturer offered.

#### Mandatory Criteria #2:

Offerors must provide written approval from each offered Manufacturer, authorizing the Offeror to sell their products in Canada.

#### Mandatory Criteria #3:

Of the following three (3) main categories (Fire, Safety and Rescue), Offerors must be capable of providing a minimum of 80% for Fire, 80% for Safety and 75% for Rescue of all the listed sub-categories (as defined in Annex A) in at least one (1) of the three (3) main categories.

Example: Capable of Providing

- 80% of all Fire related sub-categories (F-01, F-02, F-03, F-04, F-05, F-06) and/or;
- 80% of all Safety related sub-categories (S-01, S-02, S-03, S-04, S-05, S-06, S-07, S-08, S-09, S-10) and/or;
- 75% of all Rescue related sub-categories (R-01, R-02, R-03, R-04)

**\*Note to Offerors:** Offerors do not have to provide an offer for all three (3) Main categories in order to be considered for issuance of a Standing Offer. However, Offerors

will only be considered for issuance of a Standing Offer for Main Categories in which they are capable of meeting Mandatory Criteria #3.

**Mandatory Criteria #4:**

Offerors must provide a toll-free telephone number and an email address for customer support, pricing inquiries and other Standing Offer related activities.

**Mandatory Criteria #5:**

The Offerors must provide a web site that's viewable in both English and French languages.

**Mandatory Criteria #6:**

The Offerors website must possess either an online "Product Search Function" (i.e a search tool) or a web link(s) to all available online product catalogues. (Note: Users must be able to view/search for all available NMSO products via the Offeror's website)

**Mandatory Criteria #7:**

For reasons of either extreme urgency or natural disaster, Offerors must provide the name, title and contact information for person(s) responsible for 24 hour emergency sales/support. In the event your organization does not have one (1) individual person responsible for such inquiries, a 24 hour hotline number would also be acceptable.

**Mandatory Criteria #8:**

Offerors must base their percentage discounts off the same Common Canadian Manufacturer's Suggested Retail Price List (MSRP) as provided directly by the Manufacturer to all suppliers, at time of bid closing.

**\*Note to Offerors:** Any Offeror who fails to provide the most recent Common Canadian Manufacturer's Suggested Retail Price List (MSRP) at date of bid closing or provides inconsistent pricing from that of what the manufacturer has provided the majority of its distributors, will be deemed non-compliant, removed from the process and will not be considered any further for that specific manufacturer.

**\*\*FAILURE TO COMPLY WITH ANY ONE OF THE MANDATORY CRITERIA ABOVE WILL RENDER YOUR OFFER NON-RESPONSIVE.**

## **2. Evaluation Methodology:**

Offerors must offer MSRP percentage discounts under the terms and conditions specified herein, for manufacturers in the sub-categories described in Annex A.

The percentage discounts for manufacturers of items as described in the sub-categories will be evaluated in descending order of firm percentage discounts from the Manufacturer's most current Common Canadian Manufacturer's Suggested Retail Price List (MSRP) at time of bid closing.

## **3. Pricing Basis**

The Offeror must quote percentage discounts off of common MSRP. The MSRP must be in Canadian dollars (\$CAD), Delivered Duty Paid (DDP) across Canada, applicable taxes extra. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

## **4. Basis of Selection**

Offerors who meet all eight (8) mandatory criteria and offer the greatest percentage discount by manufacturer, by sub-category in Annex A will be recommended for issuance of a Standing Offer.

- a) All responsive offers will be considered.
- b) Only the manufacturers for which PSPC received a minimum of two (2) responsive offers per sub-category will be considered for the NMSO.
- c) Each awarded manufacturer will have two (2) Standing Offer Holders (i.e ranking system). The ranking system will be in descending order from the greatest percentage discount offered to the second best percentage discount offered.
- d) In the event of identical firm percentage discounts offered, an additional (may be more than two) Standing Offer will be issued for that particular manufacturer, in that sub-category.
- e) Offerors will only be eligible to provide Private Brands for sub-categories in which they are issued a Standing Offer.

## 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.

### 1. Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 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.

### 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.

#### 2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 2.3 General Environmental Criteria Certification

The Offeror must select and complete one of the following two certification statements.

- A) The Offeror certifies that the Offeror is registered or meets ISO 14001.

\_\_\_\_\_  
Offerors' Authorized Representative Signature

\_\_\_\_\_  
Date

**or**

- B) The Offeror certifies that the Offeror meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Offeror must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Offeror's organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	



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Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

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Offerors' Authorized Representative Signature

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Date

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirements

There is no security requirement applicable to this Standing Offer.

#### 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.

##### 3.1 General Conditions

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

##### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of Fire, Safety and Rescue goods to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

The data must be submitted on a bi-annual basis to the Standing Offer Authority.

The bi-annual reporting periods are defined as follows:

- 1) 1st report: April 1
- 2) 2nd report: September 30

The data must be submitted to the Standing Offer Authority no later than five (5) calendar days after the end of the reporting period.

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

#### **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 two (2) twelve (12) month periods, from \_\_\_\_\_ to \_\_\_\_\_ 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **5. Authorities**

#### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

***Phillipe Bisson – Supply Officer***

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: (873) 469-3345 Facsimile: (819) 953-4944  
E-mail address: [Phillipe.bisson@pwgsc-tpsgc.gc.ca](mailto:Phillipe.bisson@pwgsc-tpsgc.gc.ca)

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

#### **5.2 Project Authority**

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

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

#### **5.3 Offeror's Representative**

Name and telephone number of the person responsible for :  
(will be inserted at issuance of standing offer)

#### **Call-ups:**

Name:

Telephone: (xxx) xxx-xxxx

Facsimile: (xxx) xxx-xxxx

E-mail:

### **Delivery follow-up**

Name:

Telephone: (xxx) xxx-xxxx

Facsimile: (xxx) xxx-xxxx

E-mail:

## **6. Identified Users**

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

The Standing Offer Authority reserves the right to modify point 6. Identified Users to include other jurisdictional governments (Provincial, Municipal, Territorial etc.)

## **7. Call-up Procedures**

### ***Before getting started:***

- A) Identify the need/requirement;
- B) Research the requirement, decide which products best suits your needs;
- C) Identify the manufacturers of the products that meet your requirement;
- D) Ensure the manufacturers are approved for use under Annex A; and
- E) Compare pricing and select the manufacturer with the lowest cost.

***Step 1:*** When a requirement is identified, the user must identify the manufacturer of the requirement and ensure they are approved under the NMSO by appearing in the appropriate sub-category under Annex A. If approved, the identified user must then contact the offeror who holds the Standing Offer (SO), in the appropriate sub-category, requesting unit pricing and delivery for that particular manufacturer. It is the responsibility of the User to identify to the SO holder that the request is part of NMSO for Fire, Safety and Rescue equipment. This is done by identifying the appropriate Standing Offer number on all quote requests and call-up forms.

If the SO holder is unable to fulfill the need, the identified user is required to document its file appropriately and proceed to the SO holder (of that manufacturer) with the next highest percentage discount.

***Step 2:*** If the SO holder is able to fulfil the need, the call-up is placed with the SO holder. Users must ensure the following information is included with all quote and/or call-up request forms:

- The appropriate Standing Offer number;
- The Common Canadian Manufacturer's Suggested Retail Price List (MSRP);
- The required Standing Offer MSRP percentage discount;
- The unit price with the required percentage discount subtracted; and
- Ensuring no additional shipping charges are included with the exception of deliveries to CLCA areas.

## **8. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using one of the following:

- 1- PWGSC-TPSGC 942 form; or
- 2- A call-up against a Standing Offer form or an equivalent electronic form; or
- 3- Government of Canada credit card for orders up to \$10,000 (if applicable).

### **8.1 Transaction Requirements**

When using a credit card to make a call-up, Identified User(s) must submit the following information in writing to the vendor prior to confirmation of order:

- a) The Standing Offer number; and
- b) The quote number

Call-ups against the Standing Offer paid for with the Government of Canada acquisition card (credit card) at point of sale must be given the same prices and conditions as any other Call-up.

### **8.2 Numbering of Call-ups paid for by Acquisition Cards.**

For audit purposes, Identified Users are to number Call-ups paid for by credit cards according to a unique and sequential numbering system. The following format is suggested (XXXX-YYMMDD-SS). XXXX represents the four last digits of the credit card number; YYMMDD represents the date of the order and; SS represents a sequential number for orders placed the same day.

## **9. Limitation of Call-ups**

- A) For Standing Offer (SO) holder “standard manufacturer” product lines listed under Annex A:
  - The individual call-up limitation is \$100,000.00 including all applicable taxes.
- B) For Standing Offer (SO) holder “private brand” product lines listed in Annex A:
  - The individual call-up limitation is \$5,000.00 including all applicable taxes.

Individually, SO defined private brands with or without SO “regular manufacturer products” may be purchased up to a maximum value of \$5,000.00 including all applicable taxes, as long as the \$100,000.00 individual requirement limitation is not exceeded.

“Private brands” will be permitted up to a maximum value not exceeding 100 percent of the pre-tax total value of all products, as long as the \$100,000.00 individual requirement limitation is not exceeded. The total value of an individual requirement is the sum of all SO “standard manufacturer product lines” and “private brands”, to be purchased through the NMSO, including all applicable taxes.

### ***For requirements above \$100,000.00 but below \$400,000.00:***

For individual requirements exceeding \$100,000.00, but below \$400,000.00, the Identified User must obtain written approval from the Standing Offer Authority before proceeding with the call-up. The Identified User must submit a copy of the SO quote, call-up request and all supporting documentation to the Standing Offer Authority for review and written approval. Call-up requests above the call-up limitation will be reviewed on a case by case basis and approval to exceed the \$100,000.00 limitation is not guaranteed.

***For requirements above \$400,000.00:***

Should an individual requirement above \$100,000.00 not be approved by the Standing Offer Authority or exceed the call-up limitation of \$400,000.00, a detailed funded requisition (9200) must be submitted to PSPC for processing as a separate requirement in accordance with PSPC standard policies and procedures.

**10. Websites and Support Documents for Identified Users**

The PWGSC Standing Offer Index (SOI) website will support the following documents as well as a link to the FSRE website for each Offeror:

- 1) View Standing Offer: Provides SO holder specific information including the Standing Offer agreement document, amendments generated over the life of the SO and annexes to the SO document that include the list of authorized distributors for manufacturers
- 2) Related SO Information: Provides a link directly to the FSRE website containing sections dedicated to the FSRE SO Call-up Procedures, SO Supplier Listings, Product Category definitions, Frequently Asked Questions as well as access to Manufacturer Suggested Retail Price (MSRP) Lists.
- 3) View Tombstone: Provides quick reference tombstone data

**11. Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010A](#) (2016-04-04) General Conditions - Goods, Services (Medium Complexity);
- e) Annex A – Firm percentage discounts offered from Manufacturer's MSRP;
- f) Annex B – Mandatory Standing Offer Usage Reports
- g) Annex C – Manufacturers Authorization Letters Template;
- h) Annex D – Mandatory Criteria Response Template;
- i) Annex E – Federal Contractors Program for Employment Equity Certification;
- j) the Offeror's offer \_\_\_\_\_

**12. Certifications - Compliance**

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

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### **13. Applicable Laws**

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

## 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.

### 1. Requirement

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

*If credit card payments are accepted:*

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

#### 2.2 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">B1501C</a>	Electrical Equipment	2006-06-16
<a href="#">B7500C</a>	Excess Goods	2006-06-16

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

#### 3.2 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">A9006C</a>	Defence Contract	2012-07-16
<a href="#">A9131C</a>	Controlled Goods Program	2014-11-27
<a href="#">B4060C</a>	Controlled Goods	2011-05-16

### 4. Payment

#### 4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, calculated based on Annex A of the Standing Offer firm percentage discounts offered from the applicable Manufacturers Suggested Retail Price List (MSRP), as approved by the Standing Offer Authority, in Canadian Dollar, Delivered Duty Paid (DDP) Incoterms 2000. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.



Please note: Additional transportation costs may be submitted for deliveries within CLCA areas however these costs are subject to review by PSPC.

#### 4.2 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

#### 4.3 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">C2611C</a>	Customs Duties - Contractor Importer	2007-11-30
<a href="#">D0050C</a>	End User Certificate	2007-05-25

#### 4.4 Payment by Credit Card *(if applicable)*

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 5. Invoicing Instructions

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

2. Invoices must be distributed as follows:

(a) as indicated in the "special instructions" block on the Call-up Against a Standing Offer form.

### 6. Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

### 7. SACC Manual Clauses (Delivery)

SACC	Section	Date
<a href="#">D2000C</a>	Marking	2007-11-30
<a href="#">D2001C</a>	Labelling	2007-11-30
<a href="#">D6010C</a>	Palletization	2007-11-30
<a href="#">D3010C</a>	Dangerous Goods/Hazardous Products	2016-01-28
<a href="#">D3015C</a>	Dangerous Goods/Hazardous Products	2014-09-25
<a href="#">B1505C</a>	Shipment of Hazardous Materials	2016-01-28
<a href="#">D9002C</a>	Incomplete Assemblies	2007-11-30

#### 7.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

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(a) Delivered Duty Paid (DDP), to the identified destination in the call-up (anywhere in Canada), Incoterms 2000 for shipments from a commercial contractor.

## **8. Bi-Annual MSRP Update Mechanism**

Percentage discounts provided by each Standing Offer holder will remain fixed for the duration of the Standing Offer. However, Offerors will be given an opportunity to update the Manufacturer's suggested retail price lists (MSRP) on a bi-annual basis to accommodate manufacturer price adjustments.

Updates to the MSRP lists will only be accepted on or before the following dates and must be reviewed and approved by the Standing Offer Authority prior to implementation.

1<sup>st</sup> submission: April 1<sup>st</sup>

2<sup>nd</sup> submission: October 1<sup>st</sup>

It is the responsibility of each Standing Offer Holder to obtain the updated MSRP list directly from the manufacturer and pass it along to the Standing Offer Authority for review. The SO Authority will then review each MSRP update to determine its reasonableness.

By reviewing current commodity prices using the Consumer Price Index (CPI) as a reference tool, the SO Authority will either reject or approve each proposed MSRP update. Once a decision has been made, the Standing Offer Authority will then notify the Standing Offer Holders in writing.

Notes to Offerors:

- 1) Standing Offer Holders using updated price lists not approved by the Standing offer Authority, will have Canada set-aside their Standing Offer.
- 2) In the event that only one (1) Standing Offer Holder submits the most recently updated MSRP list for a specific manufacturer, in a specific sub-category, the most recent MSRP list will be used for all Standing Offer Holders of that specific manufacturer, in that specific sub-category.

## **9. Comprehensive Land Claim Settlement Agreements (CLCA's)**

This Standing Offer can be used for deliveries within areas subject to Comprehensive Land Claims Agreements (CLCAs). Due to the potential high transportation costs, Identified Users are permitted to obtain quotes from all the ranked Standing Offer Holders for the applicable sub-categories in order to obtain best value.

## ANNEX A - Firm percentage discounts offered from Manufacturer's (MSRP)

Offerors must provide their percentage discounts, per manufacturer, for each sub-category they wish to be considered for issuance of a SO by completing the following Annex.

Annex A is organized as follows:

There are 3 main categories under the RFSO, with 20 sub-categories.

Main Categories Description	Sub-category Description
<b>FIRE EQUIPMENT</b> (F-01 to F-06)	F-01: Fire Fighting Equipment F-02: Portable Fire Pumps F-03: Firefighting foam & Equipment F-04: Hose Testers F-05: Ladders F-06: Fire Extinguishers and related equipment
<b>SAFETY EQUIPMENT</b> (S-01 to S-10)	S-01: Confined space breathing/ Gas detection Equipment S-02: Protective Gloves S-03: Head Protection S-04: Ear Protection S-05: Spill Containment, Prevention & Storage S-06: Signage S-07: Eye Protection S-08: Portable Wash Stations/Basins S-09: Portable Ventilation Fans S-10: Lighting
<b>RESCUE EQUIPMENT</b> (R-01 to R-04)	R-01: Man-down Alarms R-02: Rescue Equipment & Training Aids R-03: Fall Arrest Equipment R-04: Extrication Tools & Struts Kits

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Main Category 1: Fire Equipment		
Sub-category Description	Manufacturers	Offered Percentage Discount (%)
<b><u>F-01: Fire Fighting Equipment:</u></b> Fire hoses, hose nozzles, hose couplings, camlocks, caps and plugs, elbow connections, fire house ramps, hose, winders, flanges, strainers, valves, gaskets, gauges, jacks, racks, airbag lifting kits, claw tools, axes and related, hand extrusion/ forcible entry tools, fire hydrant wrenches, buckets.	Angus	
	Bullard	
	Checkers	
	Dixon	
	Dixon/ Northline	
	G HJUKSTROM LTD	
	Hastings Brass Ltd.	
	Lakeland	
	Scotty FireFighter	
<b><u>F-02: Portable Fire Pumps:</u></b> High volume pumps, mid range pumps, high pressure pumps, high pressure-volume pumps, de-watering pumps, floating pumps, backpack pumps, hand pumps, portable pump accessories.	Akron	
	CET	
	Hudson	
	Ottawa Brass	
<b><u>F-03: Firefighting foam &amp; Equipment:</u></b> Class A foams, Class B foams, Foam agents, handline nozzles and eductors, foam solution test instruments, monitors, master foam monitor nozzles, Air-Aspirating foam nozzles, portable foam carts, foam stations.	3M	
	Angus	
	Ansul	
	Hastings Brass	
	Scotty FireFighter	
	TYCO Ltd.	
<b><u>F-04: Hose Testers:</u></b> Fire hose outlet tester, portable flow and pressure meter, hydrostatic test pump, line cage, hose tester accessories.	Dixon/ Northline	
	Steel Fire Equipment Ltd.	
<b><u>F-05: Ladders:</u></b> Ridged ladders, expanding ladders, escape ladders, rope ladders, rolling ladders, dual sided ladders, telescopic ladders, ladder jacks, ladder bumpers, ladder mounts, ladder accessories.	CET - Ladder	
	Duo safety	
	Featherlite Ladders	
	Steel Fire Equipment Ltd	
<b><u>F-06: Fire Extinguishers and related equipment:</u></b> Water extinguisher, foam extinguisher, dry chemical (powder) extinguisher, carbon dioxide extinguisher, vaporizing liquid (non-halon clean agents) extinguisher, Halon, wet chemical, Class D extinguisher, powders, liquids, fire extinguisher cases, hangers, brackets and accessories.	Ansul Inc	
	Kidde Canada (Pyrene/Angus)	
	Ottawa Brass	
	Steel Fire Equipment	

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Main Category 2: Safety Equipment (Part 1)		
Sub-category Description	Manufacturers	Offered Percentage Discount (%)
<b>S-01: Confined space breathing/ Gas detection Equipment:</b>  Supplied air respirators, emergency breathing supply system, air masks, portable air supply systems, positive pressure full mask, constant flow airline respirator, pressure demand airline respirators, supply hood, constant flow airline accessories, air cylinders, communications systems (Voice Amplifier), respirator mask and filters, dust mask, disposable gas tight suit, Hazmat Suits, Air purifying respirators, accessories.  Gas detection equipment, air quality detection equipment, CO/ CO2 detectors/ testers, multigas detectors, smoke detectors	3M (Including Quest and Aearo)	
	AE Ralston LTD.	
	Air Systems International	
	Allegro	
	BioSystems by Honeywell	
	Bullard Ltd.	
	BW technologies by Honeywell	
	Can-Sling by Capital Safety	
	Capital Safety Group of Canada	
	Concept Controls	
	DBI Sala by Capital Safety	
	Draeger	
	E.I Dupont Ltd.	
	Ergodyne	
	Honeywell (Formerly Bilsom)	
	Honeywell (Formerly Dalloz)	
	Honeywell (Formerly Sperian)	
	Honeywell (Formerly Survivair)	
	Honeywell Analytics	
	Industrial Scientific	
	Interscan Corporation	
	Kappler	
	Landtec	
	Miller by Honeywell	
	Moldex Ltd.	
	MSA	
	North by Honeywell	
	Petzel	
	PMI	
	QuietPRO by Honeywell	
	RAE Systems by Honeywell	
	Ralston Inc.	
	Scott	
	Sperian	
	US Safety	
	Zenith Safety	
<b>S-02: Protective Gloves:</b> Hardware and accessories	3M	
	Ansell	
	BDG	
	Decade	
	Dupont	
	Ergodyne	
	Gander	
	Glove Crafters Inc.	
	Honeywell (Formerly Bacou-Dalloz)	
	Honeywell (Formerly Sperian)	
	Impacto	
	Jomac	
	Kimberley Clark	
	Mapa Gloves	
	Marigold	
	Mechanix Wear	
	Microflex Corp.	
	National Safety Apparel	
	North by Honeywell	
	Perfect Fit by Honeywell	
	Protective Industrial Products	
	QRP	
	Showa-Best Gloves Inc.	
	Superior Glove Work LTD.	
	Techtrade	
	Viking	
	Zenith Safety	

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<b>S-03: Head Protection:</b> Headware and accessories	3M (including AEARO)	
	AGO Industries	
	Bullard	
	Dentec Safety Inc.	
	Draeger	
	Dynamic Safety Products	
	ERB Products	
	Fibermetal by Honeywell	
	Honeywell (Formerly (Bacou Dalloz)	
	Howard Leight by Honeywell	
	Lakeland Fire	
	MSA	
	MSA (Formerly Cairns)	
	National Safety Apparel	
	North by Honeywell	
	Petzel	
	Protective Industrial Products	
	Thermo Cool	
	Thermo Heat	
<b>S-04: Ear Protection:</b> Ear muffs, plugs and accessories.	3M (including Aearo)	
	Honeywell (Formerly Bilsom)	
	Howard Leight by Honeywell	
	QuietPRO by Honeywell	
	Hellburg	
	Moldex	
	MSA	
	Honeywell (Formerly Dalloz)	
	North by Honeywell	
	Peltor by 3M	
	Tasco	
	Sensear Inc.	
<b>S-05: Spill Containment, Prevention &amp; Storage:</b> Cabinets, lockers, drums, barrels, boxes, bins, sheds, hazmat stations, spill kits & containment pallets, drum cradles, cans, pails, containers, containment berms & barriers, chemical and granular sorbents, Sorbent booms, pads pillows, socks , acid neutralizers, liquid solidifiers and accessories.	Axiom Oilfield Solutions	
	Bradley	
	Canross Eagle	
	Enpac	
	Herbert Williams	
	JustRite	
	North by Honeywell	
	Quatrex	
	Rupture Seal	
	SPC Sorbent Products	
	Spilkleen	
	Zenith Safety	

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Main Category 2: Safety Equipment (Part 2)		
Sub-category Description	Manufacturers	Offered Percentage Discount (%)
<b>S-06: Signage:</b> Signs, labels, stickers, cones, pylons, vests, flags, tapes, safety barriers, sign holders, traffic wands and accessories.	3M	
	Accuform Signs	
	Allegro	
	Brady	
	Dynamic Safety	
	North by Honeywell	
	Protective Industrial Products	
	Rubbermaid	
	Safe and Sound	
	Top Tape	
	Wasip	
	Zenith Safety	
<b>S-07: Eye Protection:</b> Spectacles, goggles, masks, shields, Welding visors, cases and accessories.	3M (Including Aearo)	
	Bradley	
	Honeywell (Formerly Bacou-Dalloz)	
	Bolle Safety	
	Crews	
	Dynamic Safety	
	Emergency First Aid Ltd.	
	Fibermetal by Honeywell	
	Haws	
	Kimberly Clark	
	MSA	
	North by Honeywell	
	Pyramex	
	Speakman	
	Honeywell (Formerly Sperian)	
	US Safety	
	Uvex by Honeywell	
	Zenith Safety	
<b>S-08: Portable Wash Stations/Basins:</b> Portable safety shower stations, eyewash stations, basins and accessories.	3M (including Aearo)	
	Bradley	
	Crews	
	Dynamic Safety Products	
	Emergency First Aid Ltd.	
	Fendall by Honeywell	
	Fibremetal by Honeywell	
	Haws	
	Honeywell (Formerly Sperian)	
	Honeywell (including Dalloz)	
	Kimberly Clark	
	MSA	
	North by Honeywell	
	Pyramex	
	Quatrex Inc.	
	SPC Sorbent Products	
	Speakman	
	Spill Kleen	
	Tennessee Mat (Wearwell Inc.)	
	UltraTech International Inc.	

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<b>S-09: Portable Ventilation Fans:</b> Hoods, blowers, box, floor and tilt drum fans, flexible ducting, fan filters & screens, confined space ventilation and blowers, intake & exhaust flanges, accessories.	Air Systems Intern'l	
	Airking	
	Allegro	
	Bullard Mfg. Co. Ltd.	
	Leader Fan	
	Milwaukee Tools	
	Port-a-Cool	
	Qmark-Marley Industrial	
<b>S-10: Lighting:</b> Portable lighting kits, string lights, beacons, flood lights, flashlights, headlamps, stands, Hand/Work/Trouble lights, lighting cases and accessories.	Air Systems International	
	Akron Brass	
	ENERGIZER	
	Eveready Ltd.	
	Kohler/Brightstar	
	Mag-Lite Ltd.	
	Pelican	
	Petzl Ltd.	
	Rayovac	
	Streamlight	
	UK Kenitics Ltd.	



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Main Category 3: Rescue Equipment		
Sub-category Description	Manufacturers	Offered Percentage Discount (%)
<b>R-01: Man-down Alarms:</b> Man-down Alarms	Draeger Grace MSA Scott	
<b>R-02: Rescue Equipment &amp; Training Aids:</b> Backboards, ropes, pulleys, blocks, stretchers, rescue hauling kits, rigging, harnesses, straps, splints, carabiners, webbing, ascenders, rope bags, retrieval kits, splints, seatbelt cutters, evacuation chairs, confined space tripod/ davit arms/ winches, tool holders & accessories. Training Aids: mannequins, simulaids	Air Systems Intern'l Cancord Ltd. Can-Sling by Capital Safety Capital Safety Group Canada DBI Sala by Capital Safety Dynamic Emergency First Aid Ltd. Ergo-Dyne Honeywell (including Dalloz) Miller by Honeywell MSA North by Honeywell Petzl Inc. PMI Safecross Wasip	
<b>R-03: Fall Arrest Equipment:</b> Tie-back shock absorbing lanyards, boom belts, sure stop lanyards, tool lanyards, arcsafe harnesses, full body safety harness, self retracting lanyards, self-locking hubs, rear front side and shoulder attachments, restraint lanyards, spreader bars, connector straps/ cables, accessories. Pole climbing equipment: belts, climbers and gaff guards, foot plates pads, holsters, pole straps and accessories.	3M Can-Sling Capital Safety Group of Canada DBI-Sala Dynamic Safety Ergodyne Honeywell (Formerly Dalloz) Klein Miller MSA North by Honeywell Petzl Inc. PMI Protecta Sala Sellstrom Yates	
<b>R-04: Extrication Tools &amp; Struts Kits:</b> Hydraulic Rescue Tools, hydraulic pumps, power units, hand pumps, cutters heads, spreader heads, ram heads, combination tool heads, wrenches, hoses and wheels, rescue saws, cutting blades/wheels and extrication accessories, Strut kits, strut extensions, swivel base, rigid base, strut regulator, air hoses, deployable raker rail system, monopod/pulley kits, shoring hammer, lifting bags, air cushions, vehicle stabilizing kits, and accessories.	Hurst Ltd. Rescue 42 Res-Q-Jack Ziamatic Corp.	

**Note to Offerors:** All products offered under subsequent S.O's must meet the following Standards; NIOSH (National Institute for Occupational Safety and Health), CSA (Canadian Standards Associations), UL (Underwriters Laboratory), ULC (Underwriters Laboratory

Canada), and/or NFPA (National Fire Protection Association) certifications as Appropriate.

No pharmaceuticals and medical supplies are to be provided against any resulting Standing Offer.

Pharmaceuticals and medical supplies include the following:

- a) Items for the medical and related professions;
- b) Drugs, chemicals of medicinal grade, and preparations subject to the Food and Drugs Regulations, the Controlled Drugs and Substances Act and the Narcotic Control Regulations, which may be listed in the Canadian Formulary (CF), the United States Pharmacopoeia (USP), the National Formulary (NF), the British Pharmacopoeia (BP) and the British Pharmacopoeia Codex (BPC);
- c) Medicated cosmetics and toiletries;
- d) Surgical dressing materials;
- e) Medical and surgical instruments, equipment and supplies;
- f) First aid kits and related items;

**Other exclusions:**

- a) Other equipment, supplies already covered by other standing offer agreements.
- b) Firefighting gloves, boots, helmets, jackets, pants, turnout gear;
- c) Infection control products, SCBA testing instruments, Consoles,
- d) Heat tracers, Thermal Imaging Cameras (TIC) and accessories;
- g) No services are to be included in any resulting Standing Offer

**Private Brands**

Offerors are requested to provide the names, descriptions and copies of the most recent Canadian MSRP for all 'Private Brands' they wish to submit for review and potential inclusion under the NMSO. Offerors must also clearly identify below, in which sub-category they wish their Private Brand to be considered under Annex "A", along with the corresponding MSRP percentage discount.

This information will then be reviewed by the Standing Offer Authority to ensure each Private Brand respects the intent of the NMSO. PSPC reserves the right to reject any Private Brand that does not meet the intent of the NMSO.

Offerors will only be permitted to include their 'Private brands' under a sub-category in which they are awarded a Standing Offer.

F-01: Fire Fighting Equipment	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

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### F-02: Portable Fire Pumps

F-02: Portable Fire Pumps	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

### F-03: Firefighting foam & Equipment

F-03: Firefighting foam & Equipment	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

### F-04: Hose Testers

F-04: Hose Testers	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

### F-05: Fire Extinguishers and related equipment

F-05: Fire Extinguishers and related equipment	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

### F-06: Fire Extinguishers and related equipment

F-06: Fire Extinguishers and related equipment	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

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### **S-01: Confined space breathing/ Gas detection Equipment**

<b>S-01: Confined space breathing/ Gas detection Equipment</b>	
<i><b>Manufacturer of Private Brand</b></i>	<i><b>Offered Percentage Discount (%)</b></i>
1)	
2)	
3)	

### **S-02: Protective Gloves**

<b>S-02: Protective Gloves</b>	
<i><b>Manufacturer of Private Brand</b></i>	<i><b>Offered Percentage Discount (%)</b></i>
1)	
2)	
3)	

### **S-03: Head Protection**

<b>S-03: Head Protection</b>	
<i><b>Manufacturer of Private Brand</b></i>	<i><b>Offered Percentage Discount (%)</b></i>
1)	
2)	
3)	

### **S-04: Ear Protection**

<b>S-04: Ear Protection</b>	
<i><b>Manufacturer of Private Brand</b></i>	<i><b>Offered Percentage Discount (%)</b></i>
1)	
2)	
3)	

### **S-05: Spill Containment, Prevention & Storage**

<b>S-05: Spill Containment, Prevention &amp; Storage</b>	
<i><b>Manufacturer of Private Brand</b></i>	<i><b>Offered Percentage Discount (%)</b></i>
1)	
2)	
3)	

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S-06: Signage	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

S-07: Eye Protection	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

S-08: Portable Wash Stations/Basins	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

S-09: Portable Ventilation Fans	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

S-10: Lighting	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

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### R-01: Man-down Alarms

R-01: Man-down Alarms	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

### R-02: Rescue Equipment & Training Aids

R-02: Rescue Equipment & Training Aids	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

### R-03: Fall Arrest Equipment

R-03: Fall Arrest Equipment	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

### R-04: Extrication Tools & Struts Kits

R-04: Extrication Tools & Struts Kits	
<i>Manufacturer of Private Brand</i>	<i>Offered Percentage Discount (%)</i>
1)	
2)	
3)	

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## **ANNEX B - Mandatory Standing Offer Usage Reports**

The Offeror must compile and maintain records on its sales of Fire, Safety and Rescue goods to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed herein. If some data is not available, the reason must be indicated. If no goods are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a bi-annual basis to the Standing Offer Authority.

The bi-annual reporting dates are defined as follows:

First report due: April 1

Second report due: September 30

The data report must be submitted to the Standing Offer Authority no later than five (5) calendar days after the end of the reporting period

**(The electronic 'Usage Report' will be provided after the issuance of a Standing offer)**

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## **ANNEX C - Manufacturers Authorization Letters**

Offerors must provide a recently completed Manufacturers Authorization Letter (See below) for EACH manufacturer being offered. The manufacturer's letters must be provided with the offer at time of bid closing. These letters must be under the letterhead of the manufacturer, signed by the representative indicated in the Offerors Technical Offer and should have the absolute authority to designate agents / distributors.

The Manufacturers Authorization Letter must contain all of the information that's requested in the below template.

An Offeror cannot provide a percentage discount for a manufacturer that has not been validated by providing the Standing Offer Authority with a rightfully signed authorization letter.



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## Manufacturers Authorization Letter Template

Department of Public Works and  
Government Services Canada  
Place du Portage Phase III,  
11 Laurier St., 7B3  
Gatineau, Quebec  
K1A 1C9

Date

Attention: Phillipe Bisson

Reference: E60HN-17FSRE

This letter certifies that 'Insert Offerors Company Name' is an authorized dealer of 'Insert Manufacturers Company Name' products and is approved to supply our Fire, Safety and Rescue Equipment to the Government of Canada through the NMSO E60HN-17FSRE.

The offeror named above is authorized to sell the above named manufacturer's products across Canada.

'Insert Manufacturers Company Name' guarantees that it has directed its products to be organized in the identical sub-categories (as shown below) for all Offerors authorized for the same product lines.

Main Categories Description	Sub-category Description
<b>FIRE EQUIPMENT</b> (F-01 to F-06)	F-01: Fire Fighting Equipment F-02: Portable Fire Pumps F-03: Firefighting foam & Equipment F-04: Hose Testers F-05: Ladders F-06: Fire Extinguishers and related equipment
<b>SAFETY EQUIPMENT</b> (S-01 to S-10)	S-01: Confined space breathing/ Gas detection Equipment S-02: Protective Gloves S-03: Head Protection S-04: Ear Protection S-05: Spill Containment, Prevention & Storage S-06: Signage S-07: Eye Protection S-08: Portable Wash Stations/Basins S-09: Portable Ventilation Fans S-10: Lighting
<b>RESCUE EQUIPMENT</b> (R-01 to R-04)	R-01: Man-down Alarms R-02: Rescue Equipment & Training Aids R-03: Fall Arrest Equipment R-04: Extrication Tools & Struts Kits

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'Insert Manufacturers Company Name' has agreed to utilized “MSRP” as a pricing base point as indicated on the supplied common MSRP price list and guarantees that all requesting Offerors have been provided the identical common MSRP for their product lines.

'Insert Offerors Company Name' has agreed to identify a Manufacturer Contact Person for each manufacturer. The name and current contact details of each contact person are provided below.

Manufacturer:	_____
Region:	_____
Contact Name:	_____
Title:	_____
Telephone No.	_____
Facsimile No.	_____
E-mail address:	_____

Best Regards,  
[Signature]

Name of Highest Ranking  
Authorized Representative  
Title,  
Manufacturers Company Name  
Phone number  
E-mail address

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## ANNEX D - Mandatory Criteria Response Template

### Mandatory Criteria #1:

Offerors must provide a copy of the most recent Canadian common Manufacturer's Suggested Retail Price List (MSRP) at time of bid closing; for each manufacturer offered.

Compliant	Non-compliant

### Mandatory Criteria #2:

Offerors must provide a written authorization letter (as per Annex C) from each Manufacturer, authorizing the Offeror to sell their products in Canada.

Compliant	Non-compliant

### Mandatory Criteria #3:

Of the following three (3) main categories (Fire, Safety and Rescue), Offerors must be capable of providing a minimum of 80% for Fire, 80% for Safety and 75% for Rescue of all the listed sub-categories (as defined in Annex A) in at least one (1) of the three (3) main categories.

Example: Capable of Providing

- 80% of all Fire related sub-categories (F-01, F-02, F-03, F-04, F-05, F-06) and/or
- 80% of all Safety related sub-categories (S-01, S-02, S-03, S-04, S-05, S-06, S-07, S-08, S-09, S-10) and/or
- 75% of all Rescue related sub-categories (R-01, R-02, R-03, R-04)

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Main Category Description	Sub-category Description	Capable of Providing
<b>Fire</b> (F-01 to F-06)	F-01: Fire Fighting Equipment	
	F-02: Portable Fire Pumps	
	F-03: Firefighting foam & Equipment	
	F-04: Hose Testers	
	F-05: Ladders	
	F-06: Fire Extinguishers and related equipment	
<b>Safety</b> (S-01 to S-10)	S-01: Confined space breathing/ Gas detection Equipment	
	S-02: Protective Gloves	
	S-03: Head Protection	
	S-04: Ear Protection	
	S-05: Spill Containment, Prevention & Storage	
	S-06: Signage	
	S-07: Eye Protection	
	S-08: Portable Wash Stations/Basins	
	S-09: Portable Ventilation Fans	
	S-10: Lighting	
<b>Rescue</b> (R-01 to R-04)	R-01: Man-down Alarms	
	R-02: Rescue Equipment & Training Aids	
	R-03: Fall Arrest Equipment	
	R-04: Extrication Tools & Struts Kits	

#### Mandatory Criteria #4:

Offerors must provide a toll-free telephone number and an email address for customer support, pricing inquiries and other Standing Offer related activities.

Telephone Number	Email Address

#### Mandatory Criteria #5:

The Offerors must provide a website that's viewable in both English and French languages.

Compliant	Non-compliant

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**Mandatory Criteria #6:**

The Offerors website must possess either an online “Product Search Function” (i.e a search tool) or web link(s) to all available online product catalogues. (Note: Users must be able to view/search for all available NMSO products via the Offeror’s website). Please indicate, with an (X), which selection is applicable to you.

Product Search Function	Web link(s) to all available Product Catalogues	Non-compliant

**Mandatory Criteria #7:**

For reasons of either extreme urgency or natural disaster, Offerors must provide the name, title and contact information for person(s) responsible for 24hour emergency sales/support. In the event your organization does not have one (1) individual person responsible for such inquiries, a 24 hour hotline number would also be acceptable.

Contact Name and Title	Telephone Number	Email address

**Mandatory Criteria #8:**

Offerors must base their percentage discounts off the same Common Canadian Manufacturer’s Suggested Retail Price List (MSRP) as provided directly by the Manufacturer to all suppliers, at time of bid closing.

Compliant	Non-compliant

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## ANNEX E - Federal Contractors Program for Employment Equity Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)