

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Cleaning Supplies – CFB Borden	
<b>Solicitation No. - N° de l'invitation</b> W0113-17CL01/A	<b>Date</b> 2017-06-23
<b>Client Reference No. - N° de référence du client</b> W0113-17CL01	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-STOR-031-7316
<b>File No. - N° de dossier</b> TOR-7-40008 (031)	<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 2017-08-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Schmidt, Jeff	<b>Buyer Id - Id de l'acheteur</b> tor031
<b>Telephone No. - N° de téléphone</b> (905)615-2058 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Ration & Quarters Support Serv, HQ 675 Dieppe Road Borden Ontario L0M1C0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided; and
- 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 Requirement, the Basis of Payment, the Electronic Payment Instruments, Financial Evaluation and any other annexes

### **1.2 Summary**

The Department of National Defence (DND), Canadian Forces Base (CFB) Borden, Borden, ON, requires the supply of janitorial and cleaning supplies (excluding equipment, bulk kitchen/laundry items) for various buildings located in CFB Borden, as required.

The Period of the Standing Offer will be for a firm one (1) year with two (2), one (1) year extension periods.

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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).

### **1.3 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.

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### 2.4 Applicable Laws

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

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

### **3.1 Offer Preparation Instructions**

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

Section I: Financial Offer (one (1) hard copy)

Section II: Certifications (one (1) hard copy)

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

#### **Section I: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation,

#### **Section II: Certifications**

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

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.2 Financial Evaluation**

**4.1.2.1** The Offeror must submit pricing for all line items in accordance with Annex E, Evaluation and a percentage discount for Section B. Special Orders at Annex B, Basis of Payment. Section B. Special Orders will not be used in the Financial Evaluation.

**4.1.2.2** The price used in the evaluation will be the Extended Price calculated by multiplying the Estimated Yearly Usage by the Firm Unit Price in accordance with Annex E, Evaluation.

The Firm Year 1 will be calculated as follows:  $C1 = A \times B1$

Year 2, Extension Period 1 will be calculated as follows:  $C2 = A \times B2$

Year 3, Extension Period 2 will be calculated as follows:  $C3 = A \times B3$

**4.1.2.3** SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

### **4.2 Basis of Selection**

**4.2.1** SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

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.



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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

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

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

#### 6.3 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.

##### 6.3.1 General Conditions

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

##### 6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, 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 C. 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 quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: September 1 to November 30;  
2nd quarter: December 1 to February 28;  
3rd quarter: March 1 to May 31;  
4th quarter: June 1 to August 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_. (One (1) year from Standing Offer award)

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#### **6.4.2 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), 1-year periods, 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **6.4.3 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Jeff Schmidt  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Dr, Suite 480C  
Mississauga, ON L5B 2N5

Telephone: 905-615-2058  
Facsimile: 905-615-2060  
E-mail address: [jeff.schmidt@pwgsc.gc.ca](mailto:jeff.schmidt@pwgsc.gc.ca)

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

#### **6.5.2 Project Authority**

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

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### 6.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: R&QSS Whse, CFLTC Cooks School and BlackDown

### 6.7 Call-up Instrument

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

### 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$35,000.00 (Applicable Taxes included).

### 6.9 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 (2017-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2017-04-04), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offers Reporting;
- h) the Offeror's offer dated \_\_\_\_\_.

### 6.10 Certifications and Additional Information

#### 6.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

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## 6.11 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 \_\_\_\_\_.

## 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.

### 6.1 Requirement

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

### 6.2 Standard Clauses and Conditions

#### 6.2.1 General Conditions

2010A (2017-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2017-04-04) will not apply to payments made by credit cards.

*(Note: Only applicable should the offeror accept credit cards as a payment instrument at Annex "1" Electronic Payment Instruments. Will be removed if the offeror does not accept credit cards. The wording in italics will be removed at Standing Offer award.)*

### 6.3 Term of Contract

#### 6.3.1 Delivery Date

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

### 6.4 Payment

#### 6.4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B, Basis of Payment. Customs duties are included, and Applicable Taxes are extra.

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.

#### 6.4.2 Single Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

#### 6.4.3 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## **6.5 Invoicing Instructions**

- 6.5.1 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.

Each invoice must be supported by:

- a) a copy of the release document and any other documents as specified in the Contract;
- b) The invoice must identify the call-up number;
- c) The invoice must identify the consignee address where the goods were delivered;
- d) The invoice must include the quantity and Firm Case Price for each item ordered.

- 6.5.2 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.

## **6.6 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No specific Requirement

## **6.7 SACC Manual Clauses**

[B1505C](#) (2016-01-28) Shipment of Dangerous Goods/Hazardous Products

[D3015C](#) (2014-09-25) Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

[D0018C](#) (2007-11-30) Delivery and Unloading

[B7500C](#) (2006-06-16) Excess Goods

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**ANNEX "A"**  
**REQUIREMENT**  
**Cleaning Supplies**

**1. Requirement**

The Department of National Defence (DND), Canadian Forces Base (CFB) Borden, Borden, ON, requires the supply of janitorial and cleaning supplies (excluding equipment, bulk kitchen/laundry items) for various buildings located in CFB Borden, as required.

**2. Special Requirements**

- 2.1 Delivery must be within 72 hours from receipt of call-up;
- 2.2 Deliveries must be made directly to the appropriate location as detailed in the call-up. Packing slips or bill of lading(s) must be included with each delivery.
- 2.3 Each Call-up sent to the Offeror must be separately invoiced and identify the appropriate customer order number.
- 2.4 Any shortages from Call-ups must be identified and reported to Identified User within one (1) business day of receiving order.
- 2.5 After a complete and thorough inspection by CFB Borden, if products/articles are found incomplete or deviate from the original order, adjustments are to be carried out within 24 hours of notification.
- 2.6 The Offeror must pick-up and replace any rejected items within twenty-four (24) hours of notification of the rejection.
- 2.7 If requested, Offerors must provide training for all Client Department Users or Cleaning Staff on WHMIS yearly updates, new methods, practices and procedures, new chemicals, as well as current MSDS information.

**3. Dispensers**

If the Offeror's products are not compatible with currently installed dispensers, the Offeror must provide dispensers and installation as well as provide repairs/replacement of all dispensers on-site at no Cost to the Crown.

**4. Equipment Materials**

As outlined in Annex B, Basis of Payment, all cleaning supplies and material for equipment needs to meet the specifications and be compatible with CFB Borden's currently owned equipment. If requested, Offerors must provide documentation on compatibility as well as demonstrate how the material is installed on the piece of equipment.

**5. Delivery Locations**

- 5.1 The Offeror must deliver all cleaning supplies to the location(s) identified in the Call-up;

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File No. - N° du dossier  
TOR-7-40008

Buyer ID - Id de l'acheteur  
tor031  
CCC No./N° CCC - FMS No./N° VME

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5.2 The Offeror must provide packing slips for each delivery location as identified in the Call-up.

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

Firm unit prices in Canadian funds including Canadian customs duties, excise taxes, F.O.B. Destination and any delivery and unloading costs. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

#### **1. Standard Inventory Products**

See Annex B - Appendix 1

#### **2. Special Orders**

Product(s) ordered by DND which are not included in Annex A - Appendix B will be charged in accordance with the Offeror's master price list, less a discount of \_\_\_\_%. The Offeror must provide the master price list at time of Standing Offer award.

The total limitation of expenditure for all Special Orders is \$112,500.00 (including GST/HST)

### **ANNEX B - Appendix 1**

**Note to Offerors:** Annex B – Appendix 1 will be attached based on inputs of the Offeror's Annex D, Evaluation from the winning offer. Annex B – Appendix 1 will then be provided with any resulting Standing Offer.



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## ANNEX "C"

### STANDING OFFERS REPORTING

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: September 1 to November 30;  
2nd quarter: December 1 to February 28;  
3rd quarter: March 1 to May 31;  
4th quarter: June 1 to August 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

Standing Offer No. W0113-17CL01					
Quarter :					
Offerors Code	Unit of Size	Case Description	Quantity	Firm Unit Price	Firm Case Price
Quarter Total					\$

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**ANNEX “1” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

**ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

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

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## ANNEX D

### ADDITIONAL CERTIFICATIONS

#### 1. Additional Certifications Required Precedent to Issuance of a Standing Offer

##### 1.1 Board of Directors

In accordance with Part 5, Certifications, Section 5.2.1 Integrity Provisions – List of Names, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

Director Name - \_\_\_\_\_ Title: \_\_\_\_\_

##### 1.2 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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## **ANNEX E**

### **EVALUATION**

For evaluation purposes, a bid price analysis will be performed using firm unit prices from Annex E - Evaluation and estimated quantities. The estimated quantities are used as a guideline for evaluation purposes and are not a guarantee of actual usage.

#### **ANNEX E - Appendix 1**

See attached.

## Annex E - Appendix 1 - Evaluation

Item	Offerors Code	Unit of Size	Item Description	Estimated Yearly Usage	Firm Year 1 - Firm Unit Price	Extended Price	Year 2, Extension Period 1 - Firm Unit Price	Extended Price	Year 3, Extension Period 2 - Firm Unit Price	Extended Price
				Column A	Column B1	Column C1 = AxB1	Column B2	Column C2 = AxB2	Column B3	Column C3 = AxB3
1		Case(500 per)	22 "x 24" Black Garbage bags-Regular Strength with degradable additive	700	\$	\$	\$	\$	\$	\$
2		Case (200 per)	26" x 36" Black Garbage bags- Strong with degradable additive	1080	\$	\$	\$	\$	\$	\$
3		Case ( 100 per)	35 " x 50 " Black Garbage bags- Extra Strong with degradable additive	1010	\$	\$	\$	\$	\$	\$
4		Case (100 per)	35" x 50 " Clear Garbage bags ecologo certified 1.00mil thick,side seam( Extra Strong )	300	\$	\$	\$	\$	\$	\$
5		Case (200 per)	30" X 38 " Clear Garbage bag ecologo certified 1.00 mil thick,side seam (Strong)	300	\$	\$	\$	\$	\$	\$
6		Case ( 500 per)	Napkin Disposal Liners /Sanitary bags (Waxed liner bags)	100	\$	\$	\$	\$	\$	\$
7		Case (176 per)	15" x 24.5" All Purpose Wipers, Multi-ply capacity,containing no glue,higcapacityabsorption,one smooth and one textured side (white and absorbing)	1000	\$	\$	\$	\$	\$	\$
8		Case (6 per)	Roll Paper Towels White 1000' ( Hand drying)-Must fit Wausau paper dispenser 86800 Opti-serv Mechanical hands free	1500	\$	\$	\$	\$	\$	\$
9		Case (300 per)	Flat Sheet Manufactured paper wiper. Fast absorption for oil and water 14.9" X 16.6 "	1300	\$	\$	\$	\$	\$	\$
10		Case (48 per)	2 ply Toilet Tissue ecologo certified.No harmful chemicals, White, 500 sheets per roll .Fits dispensers	1800	\$	\$	\$	\$	\$	\$
11		Case (12 per)	Jumbo 2 Ply Toilet Tissue ecologo certified,no harmful chemicals , White,2000' .Fits dispensers	500	\$	\$	\$	\$	\$	\$
12		Bottle 1L	Toilet Bowl Cleaner -A Powerful hydrochloric acid base to remove stubborn stains including Rust	1800	\$	\$	\$	\$	\$	\$
13		Bottle 1L	Powerful Spray Cleaner ready to use to remove tough stains leaving no residue ,cuts grime and wipes clean	150	\$	\$	\$	\$	\$	\$
14		Jug 4L	Powerful Spray Cleaner ready to use to remove tough stains leaving no residue ,cuts grime and wipes clean	150	\$	\$	\$	\$	\$	\$
15		Jug 3.78L	Safe Non Fuming Acid Bowl Cleaner to remove tough stains including calcium and hard water marks from toilets and urinals.Milder fomula for regular use	1150	\$	\$	\$	\$	\$	\$
16		Bottle 1L	Safe Non Fuming Acid Bowl Cleaner to remove tough stains including calcium and hard water marks from toilets and urinals.Milder fomula for regular use	450	\$	\$	\$	\$	\$	\$
17		Jug 4L	Lime Remover and Descaler - Non- Corrosive lime ,calcium,rust remover and descaler	400	\$	\$	\$	\$	\$	\$
18		Jug 4L	High Traction Floor Restorer - Cleans as well as restores	200	\$	\$	\$	\$	\$	\$
19		Jug 4L	Hand Soap -An Economical Fragrance free foaming soap that is not drying and can be used in most dispensers	1200	\$	\$	\$	\$	\$	\$
20		Bottle 1L	Multi Surface Glass Cleaner with no streaking ,no film and fast drying capabilities.Use on windows,mirrors,glass ,counter tops,plastic surfaces and chrome.Bottle needs trigger capability	1800	\$	\$	\$	\$	\$	\$
21		Jug 4L	Multi Surface Glass Cleaner with no streaking ,no film and fast drying capabilities.Use on windows,mirrors,glass ,counter tops,plastic surfaces and chrome.	400	\$	\$	\$	\$	\$	\$
22		Jug 3.78L	Concetrated Bleach 6 % Sanitizer and deodorizer	500	\$	\$	\$	\$	\$	\$





84		Pair	Thermal Latex Coated Cold resistant Gloves- Sized small ,medium ,large and extra large for use in freezers and cold environments	200	\$	\$	\$	\$	\$	\$
85		Pair	Heat Resistant Gloves-Sized small , medium ,large and extra large for protection against hot plates and equipment in the preparation and serving of food	200	\$	\$	\$	\$	\$	\$
86		Jug 4L	Low foaming restroom cleaner that contains fast acting mild acids to de-scale mineral deposits and remove soap scum .Must be compatible for use in Kaivac equipment	400	\$	\$	\$	\$	\$	\$
87		Jug 4L	Concentrated no rinse hospital grade disinfectant cleaner . Phosphate free and controls cross contamination.Non-acid disinfectant /sanitizer that rinses freely,leaving behind no grit or soap scum and cleans ,shine and disinfects.Must be compatible for use in Kaivac equipment	400	\$	\$	\$	\$	\$	\$
					<b>FIRM PERIOD EVALUATED PRICE (C1)</b>	\$	<b>EXTENSION PERIOD 1 - EVALUATED PRICE (C2)</b>	\$	<b>EXTENSION PERIOD 2 - EVALUATED PRICE (C3)</b>	\$