

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

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

Clothing and Textiles Division / Division des vêtements et des textiles

11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet SO for 100% Cotton Terry Fabric	
Solicitation No. - N° de l'invitation 21C11-172852/A	Date 2017-07-17
Client Reference No. - N° de référence du client 21C11-172852	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PR-735-73142
File No. - N° de dossier pr735.21C11-172852	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-22	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Swanson, Manon	Buyer Id - Id de l'acheteur pr735
Telephone No. - N° de téléphone (819)420-2945 ()	FAX No. - N° de FAX (819)956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité 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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 INTRODUCTION
- 1.2 SUMMARY
- 1.3 DEBRIEFINGS

PART 2 - OFFEROR INSTRUCTIONS

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF OFFERS
- 2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS
- 2.4 APPLICABLE LAWS
- 2.5 SEALED SAMPLES
- 2.6 SPECIFICATIONS AND STANDARDS

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1 OFFER PREPARATION INSTRUCTIONS

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 EVALUATION PROCEDURES
- 4.2 BASIS OF SELECTION

PART 5 - CERTIFICATIONS

- 5.1 CERTIFICATIONS REQUIRED WITH THE OFFER
- 5.2. CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING AND
ADDITIONAL INFORMATION

PART 6 – FINANCIAL REQUIREMENTS

- 6.1 FINANCIAL CAPABILITY

PART 7 - STANDING OFFER AND RESULTING CONTRACT

CLAUSES A. STANDING OFFER

- 7.1 OFFER
- 7.2 SECURITY REQUIREMENT
- 7.3 STANDARD CLAUSES AND CONDITIONS
- 7.4 TERM OF STANDING OFFER
- 7.5 AUTHORITIES
- 7.6 IDENTIFIED USERS
- 7.7 CALL-UP INSTRUMENT
- 7.8 LIMITATION OF CALL-UPS
- 7.9 FINANCIAL LIMITATION
- 7.10 PRIORITY OF DOCUMENTS
- 7.11 CERTIFICATIONS
- 7.12 APPLICABLE LAWS
- 7.13 PLANT CLOSING
- 7.14 PLANT LOCATION
- 7.15 SPECIFICATIONS AND STANDARDS

B. RESULTING CONTRACT CLAUSES

- 7.1 REQUIREMENT
- 7.2 STANDARD CLAUSES AND CONDITIONS
- 7.3 TERM OF CONTRACT
- 7.4 PAYMENT
- 7.5 INVOICING INSTRUCTIONS
- 7.6 INSURANCE
- 7.7 SUBCONTRACTORS
- 7.8 OVERSHIPMENT
- 7.9 MATERIALS: CONTRACTOR TOTAL SUPPLY
- 7.10 DELIVERY
- 7.11 ASSESSMENT OF FAULTS IN TEXTILE FABRICS
- 7.12 QUANTITY - MINIMUM 95% - FABRIC
- 7.13 PRODUCTION SAMPLES

LIST OF ANNEXES :

ANNEX "A" - REQUIREMENT
ANNEX "B" -TABLE 1
ANNEX "C": - SIZES
ANNEX "D" - QUARTERLY REPORT TEMPLATE
ANNEX "E" - ELECTRONIC PAYMENT INSTRUMENTS

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call- up made pursuant to the Standing Offer.

The Annexes include the Requirement, Table 1, Sizes, Quarterly report template and the Electronic Payment Instruments

1.2 Summary

- 1.2.1 This requirement is for the establishment of a Regional Individual Standing Offer (RISO) for CORCAN-Correctional Service of Canada for the supply and delivery of fabric is 100% cotton, terry, intended for the manufacture of bath towels, hand towels, washcloths and bath mats, in blue, white, navy, green and ivory, in accordance with Annex A – Specifications and in accordance with the Annex- B-table 1. The items must delivered to various CORCAN Institutions in British Colombia

Orders will be issued on an "as & when requested" basis from the date of issuance of the Standing Offer for a period of two (2) year with the possibility to extend for one (1) additional one-year period.

- 1.2.2 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)
- 1.2.3 The requirement is subject to a preference for Canadian goods.
- 1.2.4 This procurement is set aside from the international trade agreements under the provision each has for set-asides for work performed in prison.

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.

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>) 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: 120 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.

2.5 Viewing Samples

Samples may be viewed (by appointment only) at the following offices:

Public Works & Government Services Canada
Supply Directorate
6th floor
1550 ave D'Estimauville
Quebec, Que. G1J 0C7
TEL: 418-649-2714
FAX: 418-648-2209
Attention: Micheline Naud(micheline.naud@tpsgc-pwgsc.gc.ca)

Public Works & Government Services Canada
Place Bonaventure, South-East Portal
800 de La Gauchetière Street West, 7th Floor
Montreal, Quebec H5A 1L6
TEL: 514-496-3404
FAX: 514-496-3822
Attention: Viviane Rouhault viviane.rouhault@tpsgc-pwgsc.gc.ca

Public Works & Government Services Canada
Suite 480, 33 City Centre Drive
Mississauga, Ont. L5B 2N5
TEL: 905-615-2070
FAX 905-615-2023
Attention: Hodan A. Ahmed hodan.a.ahmed@tpsgc-pwgsc.gc.ca

Public Works & Government Services Canada
Suite 100, 167 Lombard Avenue
P.O. Box 1408
Winnipeg, Manitoba R3C 2Z1
TEL: 204-983-3774
FAX: 204-983-7796
Attention: Bev Laurin bev.laurin@tpsgc-pwgsc.gc.ca

Public Works & Government Services Canada
Telus Plaza North
10025 Jasper Avenue, 5th Floor
Edmonton, AB T5J 1S6
TEL: (780) 497-3564
FAX: (780) 497-3510
Attention: Nicole Boucher wst.pa-edm@pwgsc.gc.ca

Public Works & Government Services Canada
Pacific Region, SOSB, Industrial & Commercial Products
219 - 800 Burrard Street
Vancouver, B.C V6Z 0B9
TEL: 604-775-7630
FAX: 604-775-7526
Attention: Linda Harding linda.harding@tpsgc-pwgsc.gc.ca

2.6 Specifications and Standards

2.6.1 Canadian General Standards Board (CGSB) - Standards

A copy of the CGSB Standards referred to in the offer solicitation is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada
only) Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies)
Section II: Financial Offer (2 hard copies)
Section III: Certifications (2 hard copies)

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.

- 3) Green Initiatives (for PWGSC information only)
Offerors are requested to provide details of their policies and practices in relation to the following initiatives:

- environmentally responsible manufacturing;
- environmentally responsible waste disposal;
- waste reduction;
- packaging;
- re-use strategies;
- recycling.

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work (reference pre-award sample, Part 4, Evaluation Procedures, 1.1.1 Mandatory Technical Criteria).

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T 2013/11/06 Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Pre-Award Samples and Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, the following are required thirty (30) calendar days from written request:

A) Pre-award Samples

Bidders must provide two (2) pre-award samples of each weight (in any color). The minimum size of the fabric samples must be at least 12 inches by 12 inches.

The requirement for a pre-award sample may be waived if the Offeror has supplied the items within the past three (3) years in accordance with the latest specification.

Please specify:

Item supplied: _____

Previous contract number: _____

Item supplied: _____

Previous contract number: _____ -

If the above has been met, the Offeror represents and warrants that no significant changes have occurred in their manufacturing processes nor their organization or their sub-contractors' organization since the last award or pre-award qualification that could affect the manufacturing of the referenced item.

The Offeror must submit the pre-award samples if a waiver is not given.

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive.

The pre-award samples will be evaluated for quality of workmanship and conformance to specified materials and measurements.

B) Test results:

Bidders must provide test results (2) from an independent accredited laboratory establishment and must be in accordance with the test methods detailed in the technical requirement in table 1. The laboratory report and tests results must not be dated more than one year after the publication of this Request for Standing Offer.

The bidder must provide one breaking strength test and one area and one area density test for each weight,

The Offeror must deliver the required pre-award samples and test results at no charge to Canada and must ensure that they are received within 30 calendar days from written request.

Failure to submit the required pre-award samples and test results within the specified time frame will result in the offer being declared non-responsive. The samples submitted by the Offeror will remain the property of Canada.

The requirement for a pre-award samples and test results will not relieve the successful Offeror from submitting samples and test results as required by the contract terms or from strictly adhering to the technical requirement of this Request for Standing Offer and any resultant contract.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a. The Offeror must submit firm unit prices in Canadian dollars, applicable taxes excluded, DDP (various destinations specified at Annex A) Incoterms 2000, transportation costs included, all applicable Customs Duties and Excise taxes included.
- b. The Offeror must submit firm unit pricing for all items at destination.

4.2 Basis of Selection

An offer must comply with all requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

The responsive offer with the lowest responsive aggregate price will be recommended for the issuance of a standing offer (1 standing offer only). Ranking will be established using the estimated quantities for the item, including all options

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>), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Definition

SACC Manual clause A3050T (2014/11/27) Canadian Content Definition

Rules of Origin - Textiles

With reference to the Canadian Content Certification clause, item(s) on this offer are considered to be Canadian goods if they meet the following definition:

MODIFIED RULE OF ORIGIN FOR TEXTILES: "Textiles and textile articles classified in Chapters 50 to 60 inclusive of the Harmonized System that are woven, knitted or otherwise manufactured from yarns or fibres in Canada, and further processed in Canada by dyeing, finishing, coating or other processes as applicable, will be considered Canadian textiles. Woven fabrics of 100% cotton or of polyester and cotton blends that are dyed and finished in Canada will be considered Canadian."

5.1.2.2. Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

Item 1 Bath towels Class A Plant location: the item will be manufactured at: _____
Item 2 Wash cloths Class A Plant location: the item will be manufactured at: _____
Item 3 Hand towels Class A Plant location: the item will be manufactured at: _____
Item 4 Bath Mats Class A Plant location: the item will be manufactured at: _____
Item 5 Wash cloths Class B Plant location: the item will be manufactured at: _____
Item 6 Hand towels Class B Plant location: the item will be manufactured at: _____
Item 7 Bath towels Class B Plant location: the item will be manufactured at: _____

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>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the Employment and Social Development Canada-Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3. Sample(s) and Production Certification

The Offeror certifies that:

- () the manufacturer that produced the pre-award samples will remain unchanged for the production samples and full production of the contract quantity.

PART 6 – FINANCIAL REQUIREMENTS

6.1 Financial Capability

SACC Manual clause M9033T (2011/05/16) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT

CLAUSES A. STANDING OFFER

7A.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A" and Annex "B" Table 1 and Annex "C" Sizes

7A.2 Security Requirements

There is no security requirement applicable to this Standing Offer.

7A.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>) issued by Public Works and Government Services Canada.

7A.3.1 General Conditions

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

7A.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 ordered, including purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide an electronic version of this data in accordance with the reporting requirements detailed in Annex "D". 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: April 1, to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

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

7A.4 Term of Standing Offer

7A.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is two (2) years from the date of issuance of the Standing Offer.

7A.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 one (1) additional one-year period, 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7A.5. Authorities

7A.5.1 Standing Offer Authority

Manon Swanson
Public Services and Procurement Canada
Acquisitions Branch
Commercial and Consumer Products Directorate (CCPD) Clothing & Textiles Division
Place du Portage, Phase III, 6A2
11 Laurier Street
Gatineau, Quebec K1A 0S5

Telephone : 819-420-2945 Facsimile: 819-956-5454
E-mail address: manon.swanson@tpsgc-pwgsc.gc.ca

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

7A.5.2 Technical Authority

The Technical Authority for the Standing Offer is: (to be completed at the contract stage)

Name: _____
Telephone Number: _____
Facsimile Number: _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer and is responsible for all matters concerning the technical content of the Work under the Standing Offer. Technical matters may be discussed with

The Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a Standing Offer Revision issued by the Standing Offer Authority.

7A.5.3 Offeror's Representative

The person responsible for:

General enquiries

Name: _____

telephone Number: _____

Facsimile Number: _____

E-mail address: _____

7A.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is CORCAN Industries- Correctional Service Canada, British Columbia

7A.7 Call-up Instrument

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

7A.8 Limitation of Call-ups

The minimum Individual call-ups against the Standing Offer is **\$ 40,000.00** and must not exceed **\$100,000.00** (Applicable Taxes included).

7A.9 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) (amount will be included at issuance of the SO) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7A.10 Priority of Documents

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

- a) the 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 2030 (2016/04/04), General Conditions – Higher Complexity - Goods
- e) Annex "A" - Requirement;
- f) Annex "B" - Table 1
- g) Annex "C" - Sizes
- h) Annex "D" - Quarterly report template
- h) the Offeror's offer dated _____

7A.11 Certifications

7A.11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). 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. If the Offeror does not comply with any certification, fails to provide the additional information, 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.

7A.11.2 S ACC Manual Clauses

M3060C 2008-05-12 Canadian Content Certification

7A.12 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_____.

7A.13 Plant Closing

The Offeror's plant closing for Christmas and summer holidays are as follows. During this time there will be no shipments.

Year 1 2017-2018

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

Year 2 2018-2019

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

Year 1 – Extension 2019-2020

Christmas Holiday	FROM _____	TO _____
Summer Holiday	FROM _____	TO _____

7A.14 Plant Location

Items will be manufactured at:_____

7A.15 Specifications and Standards

7.15.1 Canadian General Standards Board (CGSB) – Standards

A copy of the CGSB Standards referred to in the Standing Offer is available and may be purchased from:

Canadian General Standards Board
Place du Portage III, 6B1
11 Laurier Street
Gatineau, Québec
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)
Fax: (819) 956-5740
E-mail: ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca
CGSB Website: <http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/index-eng.html>

7B. 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.

7B.1 Requirement

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

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions

2030 (2016/04/04), General Conditions – Higher Complexity – Goods, apply to and form part of the Contract.

7B.3 Term of Contract

7B.3.1 Delivery Date

Delivery must be made within ____ calendar days from receipt of a call-up against the Standing Offer.

7B.4 Payment

7B.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, as specified in Annex A. 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 Standing Offer Authority before their incorporation into the Work.

7B.4.2 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
(to be provided at time of issuance of the Standing Offer)

7B.4.3 SACC Manual Clauses

H1000C 2008-5-05-12 Single Payment
C2000C 2007-11-30 Taxes - Foreign-based Contractor

7B.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) The original and one (1) copy must be forwarded to the following address for certification and payment

CORCAN Textiles Mission Minimum Institution
PO Box 50
33737 Dewdney Trunk Road
Mission, British Columbia
V2V 4L8

Emailed invoices are acceptable: Jan.Walline@csc-scc.gc.ca and Sandra.Stone@csc-scc.gc.ca

(b) One (1) copy must be forwarded to the consignee.

7B.6 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

7B.7 Subcontractor(s)

The following subcontractor(s) will be utilized in the performance of the contract.

Name of Company: _____

Location: _____

Value of subcontract: \$ _____

Nature of subcontracting work performed: _____

Subcontractors, other than those listed above, may not be utilized without the written permission of Canada.

7B.8 Overshipment

Overshipment will not be accepted unless prior approval is obtained from the Contracting Authority.

7B.9 Materials: Contractor Total Supply

The Contractor will be responsible for obtaining all materials required in the manufacture of the items specified. The delivery stated for the items allows the necessary time to obtain such materials.

7B.10 Delivery

7B10.1 Delivery – Appointments

Deliveries must be made Monday to Friday from 8:00 am to 2:00 pm and must be coordinated at least 72 hours in advance with:

CORCAN Textiles Mountain Institution

Attn : Jackie or Cassandra

Tel : 604-796-1573

Fax : 604-796-1542

E-mail : Jackie.Anderson2@csc-scc.gc.ca or Cassandra.Mackenzie@csc-scc.gc.ca

7B.10.2 Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the call-up document and delivered:

DDP Delivered Duty Paid (DDP) (destinations specified in Annex A) Incoterms 2000 for shipments from a commercial contractor.

7B.10.3 Packaging

Normal commercial practice of packaging shall be acceptable. It is the manufacturer's responsibility to see that goods are packaged in suitable manner to be delivered in an undamaged condition

7B.11 Assessment of Faults in Textile Fabrics

1. The multi-woven fabrics covered by this standard must be free from imperfections and blemishes that may affect their appearance or serviceability
2. For inspection purposes imperfections and blemished must be considered defects when clearly visible at a normal distance of approximately 1 meter under good lighting condition

7B.12 Quantity - Minimum 95% - Fabric

The Contractor must ship no quantity in excess of the quantity specified. A minimum delivery of 95 percent of the total quantity is acceptable to satisfy this requirement.

7B.13 Production Samples

1. The Contractor must take production samples of one (1) sample of each item (One (1) metre in length, full width) from the first production run and provide them to the Technical Authority, for acceptance within 20 calendar days from the start of the production.
2. If the production sample is rejected, the Contractor must submit a second production sample within 15 calendar days of notification of rejection from the Technical Authority.
3. If the production sample is accepted by either full acceptance or conditional acceptance, the Contractor must proceed with production as per the Contract requirements.
4. Rejection by the Technical Authority of the second production sample submitted by the Contractor for failing to meet the contract requirements will be grounds for termination of the Contract for default.
5. The Contractor must carry out all required inspection and tests to verify conformance to the technical requirements of the Contract.

6. The production samples submitted by the Contractor will remain the property of Canada.
7. The Technical Authority will notify the Contractor, in writing, of the full acceptance, conditional acceptance, or rejection of the production sample. A copy of this notification will also be provided by the Technical Authority to the Contracting Authority. The notice of the full acceptance or conditional acceptance does not relieve the Contractor from complying with all requirements and conditions of the Contract.
8. The Contractor must not commence or continue with production of the items and must not make any deliveries until the Contractor has received a written notification from the Technical Authority that the production sample is fully acceptable or conditionally acceptable. Any production of items before production sample acceptance will be at the sole risk of the Contractor.
9. The production sample may not be required if the Contractor is currently in production. The request for waiver of a production sample must be made by the Contractor in writing to the Contracting Authority. The waiving of this requirement will be at the sole discretion of the Technical Authority and will be evidenced through a contract amendment.

7.13.1 Viewing sample - Guidance Only

The sealed samples are representative of the required item but are not part of the technical requirement. The sealed samples may not meet the technical requirement in all respects and must be used for guidance only during production.

ANNEX "A" REQUIREMENT

To supply and deliver fabric to Correctional Service Canada in British Columbia, on an as-and when requested basis. The fabric is 100% cotton, Terry, intended for the manufacture of bath towels, hand towels, washcloths and bath mats, in blue, white, navy, green and ivory, as per the following specifications and in accordance with Annex B – Table 1 and Annex C-Sizes.

1. Purchase Description

Fabric, 100% Cotton, Terry, (for Bath towels, Hand towels, Washcloths & Bath mats), Blue, White, Navy, Green & Ivory, as per following specifications.

2. Detailed Description

CAN/CGSB-4.31-95 Terry towels & toweling.
(Specifications for fabrics only applicable)

CAN/CGSB-4.69-95 Terry washcloths
(Specifications for fabrics only applicable)

CAN/CGSB-4.2 Textile Test methods
Terry fabric for bath towels, hand towels, washcloths & bath mats must be supplied in accordance with the above referenced CGSB standards, with the following options and exceptions:

CLASS A - COMMERCIAL
CLASS B – UTILITY/INSTITUTIONAL

TYPE I - 100% COTTON

3, Color (Pantone Color Selector 1000 and/or Textile Color Guide)

BLUE PANTONE #16-4134 (Bonnie Blue)
WHITE PANTONE# 11-0601 (Bright White)
NAVY, PANTONE #19-3938 (Twilight Blue)
GREEN, PANTONE #19-0419 (Rifle Green)
IVORY, PANTONE #11-0907 (Pearled Ivory)

The above color references are available from:

Pantone Customer Service inCanada
Keng Seng entreprises
4030 rue St. Ambroise, Suite 227
Montreal Qc H4C 2C7
(514) 939-3971

4. Sizes:

4.1. WASHCLOTHS:

Fabric for washcloths must be 14" wide with 1" selvage (included in width) on both sides. Woven (pile) section must be 12" x 12" with 2 stabilizer bars 14" wide across 1 1/2" from each end. Between each multi-woven 12" washcloths there must be a 2" wide pile-free strip across separating each washcloth. Washcloths will be cut apart at the 2" strip allowing 1" on both ends of the washcloth for folding and hemming each end.

Fabric for Class A (commercial) facecloths is 390g/m2, and for Class B (utility/institutional) is 360g/m2.

4.2 TOWELS:

Fabric for hand towels (Class A = 450 glm2, Class B = 360g1m2) must be 17" wide with 1" selvage (included in width) on both sides. Woven (pile) section must be 15"x 28" long with 2 stabilizer bars 1" wide and 2" from each end of woven (pile) section (1 5"w x 28"). There must be a 3" wide pile-free cross strip for cutting apart hand towels, allowing 1 1/2" on both ends of hand towels for folding and hemming each end.

Fabric for Class A bath towels (450g/m2) must be 26" wide with 1" selvage (included in width) on both sides. Woven (pile) section must be 24"x 48" with 2 stabilizer bars 1 1/4" wide and 3" from each end of woven (pile) section. Between each woven (pile) section there must be a 3" wide pile-free cross strip for cutting apart bath towels allowing 1 1/2" on both ends of towel for folding and hemming each end.

Fabric for Class B bath towels (360g/m2) must be 24" wide with 1" selvage (included in width) on both sides. Woven (pile) section must be 22" wide x 50" long with 2 stabilizer bars 1 1/2" wide and 3" from each end of woven (pile) section. Between each woven (pile) section there must be a 3" wide pile-free cross strip for cutting apart bath towels allowing 1 1/2" on both ends for folding and hemming each end.

Fabric for Class A bath mats (450g/m2) must be 22" wide with 1 selvage (included in width) on both sides. Woven (pile) section must be 20" wide x 30" long, and between each woven (pile) section there must be a 3" wide pile-free cross strip for cutting apart bath mats allowing 1 1/2" on both ends for folding and hemming each end.

5.0 Yarn (From CAN/CGSB-4.2)

5.1 Materials:

- A) Pile Warp: The pile warp yarns must be singles, 100% cotton
- B) Ground Warp: The ground warp yarns must be single or 2 ply carded cotton.
- C) Weft: The weft yarns must be single carded cotton yarns.

6.0. Construction

Weave: The weave must be a 3 pick terry. The ratio of the feed of the pile warp to the ground warp must not be less than 4 to 1.

Selvages: The selvages should be natural pile-free 1" wide on each side of towels and washcloths. Between each multi-woven items there shall be a pile free strip separating each item (2" on washcloths; 3" on towels and mats).

- Fabric must be able to withstand repeated laundering and comply with the requirements of the American Association of Textile Chemists and Colorists (MTCC) test method 61,4a (wash test).

7.0 Performance requirements

Fabric must be able to withstand repeated laundering and comply with the requirements of the American Association of Textile Chemists and Colorists (AATC) test method 61,4a (wash test)

Fabric must meet minimum standards established for ISO 9001-2000 quality assurance system.

8.0 Destination addresses

Mission Minimum Institution 33737 Dewdney Trunk Rd Mission, British Columbia Canada V2V 4L8	Matsqui Institution 33344 King rd Abbotsford, British Columbia Canada V2S 4P3	Mountain Institution 4732 Cemetery Rd. Agassiz, British Columbia Canada V0M 1A0
--	--	--

All pricing must be FOB Destinations (3 locations)

9.0 . Deliverables

Item	Description	Estimated Quantity (per year)	Unit of Issue	YEAR 1 Firm Unit Price, DDP, transportation costs included, Applicable taxes extra	YEAR 2 Firm Unit Price, DDP, transportation costs included, Applicable taxes extra	YEAR 3 (Extension) Firm Unit Price, DDP, transportation costs included, Applicable taxes extra
Class A (commercial) Colors: Blue, White, Green, Navy, Ivory						
1	Wash cloths 390G/M2 12" X 12"	25,000	ea	\$ _____	\$ _____	\$ _____
2	Hand towels 450G/M2 15" X 28"	15,000	ea	\$ _____	\$ _____	\$ _____
3	Bath towels 450 G/M2 24" X 48"	30,000	ea	\$ _____	\$ _____	\$ _____
4	Bath mats 450g/m2 20" X 30"	5,000	ea	\$ _____	\$ _____	\$ _____
Class B (Utility/Institutional) Blue, White, Green, Navy						
5	Wash cloths 360G/M2 12" X 12"	60,000	ea	\$ _____	\$ _____	\$ _____
6	Hand towels 360G/M2 15" X 28"	5,000	ea	\$ _____	\$ _____	\$ _____
7	Bath towels 350G/M2 22" X 50"	70,000	ea	\$ _____	\$ _____	\$ _____

Year 1 – 12 months from issuance of the Standing Offer

Year 2 – 13-24 months from issuance of the Standing

Year 3 (extension) 25-36 months from issuance of the Standing Offer

ANNEX "B"
Table 1

#	PROPERTY	TEST METHOD CAN/CGSB-4-2 TEXTILE TEST METHODS	REQUIREMENTS	
			ACCEPTABLE MINIIMUM	ACCEPTABLE MAXIMUM
1	AREA DENSITY	NO 5.1	BATH AND HAND TOWELS CLASS A CLASS B 450G/M2 360G/M2 WASHCLOTHS CLASS A CLASS B 390G/M2 360G/M2 BATH MATS CLASS A 450G/M2	
			-5%	+20%
2	BREAKING STRENGHT	NO. 9.2	BATH AND HAND TOWELS AND BATH MATS WARP CLASS A CLASS B 210 200 WEFT CLASS A CLASS B 223 215 WASHCLOTHS WARP CLASS A CLASS B 210 130 WEFT CLASS A CLASS B 210 130	
			-5%	+20%

CLASS 'AYAA' BATH MATS/TAPIS DE BAIN DE CLASS 'AYAA'

ANNEX "D"

QUARTERLY REPORT TEMPLATE

Standing Offer Number: _____

Reporting Period (start date to end date): _____

Date of call-up	Call-up #	Item Number & Description	Quantity	Billing (taxes extra)	Applicable taxes	Total Billing (incl. taxes)
TOTAL				\$		

NIL REPORT: We have not done any business with the federal government for this period ____.

Prepared by:

Name: _____

Date: _____

Telephone no.: _____

ANNEX “E”

ELECTRONIC PAYMENT INSTRUMENTS

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

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