



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services Unit
635 – 8 Avenue S.W., Suite 1300
Calgary, AB T2P 3M3

Bid Fax: 1-866-246-6893

REQUEST FOR A STANDING OFFER

DEMANDE D'OFFRE À COMMANDES

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Standing Offer on behalf on the Identified Users herein.

Le Canada, représenté par le ministre l'Environnement et du Changement climatique aux fins de l'Agence Parcs Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Issuing Office - Bureau de distribution :
Parks Canada Agency
National Contracting Services Unit
1300 – 635 8 Ave SW
Calgary, AB T2P 3M3

Title - Sujet RFSO – Bin Anchors, Grasslands National Park, SK		
Solicitation No. - N° de l'invitation 5P420-17-5177/A	Date 28 July 2017	
Client Reference No. - N° de référence du client n/a		
GETS Reference No. N° de référence de SEAG PW-17-00788946		
Solicitation Closes - L'invitation prend fin At - à : 14 :00 On - le : 12 September 2017		Time Zone - Fuseau horaire MDT/MST HAR/HNR
F.O.B. - F.A.B. Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes questions à Joanne S. Cuthbert		
Telephone No. - N° de telephone (403) 292-4558	Fax No. -N° de télécopieur 1-866-246-6893	Email Address - Courriel joanne.cuthbert@pc.gc.ca
Destination of Goods, Services, and Construction - Destination des biens, services, et construction Grasslands National Park, SK		

TO BE COMPLETED BY THE OFFEROR - À REMPLIR PAR L'OFFRANT

Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur	
Address - Adresse	
Telephone No. - N° de telephone	Fax No. - N° de télécopieur
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom 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	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF OFFERS	5
2.3. FORMER PUBLIC SERVANT	5
2.4. ENQUIRIES - REQUEST FOR STANDING OFFERS	7
2.5. APPLICABLE LAWS	7
PART 3 - OFFER PREPARATION INSTRUCTIONS	8
3.1. OFFER PREPARATION INSTRUCTIONS	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES	9
4.2 BASIS OF SELECTION	9
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	10
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	10
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	12
A. STANDING OFFER	12
6.1 OFFER	12
6.2 SECURITY REQUIREMENTS	12
6.3 STANDARD CLAUSES AND CONDITIONS	12
6.4 TERM OF STANDING OFFER	13
6.5. AUTHORITIES	13
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	14
6.7 IDENTIFIED USERS	14
6.8 CALL-UP INSTRUMENT	14
6.9 LIMITATION OF CALL-UPS	15
6.10 DIRECT DEPOSIT	15
6.11 PRIORITY OF DOCUMENTS	15
6.12 CERTIFICATIONS	15
6.13 APPLICABLE LAWS	15
B. RESULTING CONTRACT CLAUSES	16
6.1 REQUIREMENT	16
6.2 STANDARD CLAUSES AND CONDITIONS	16
6.3 TERM OF CONTRACT	16
6.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	16
6.5 PAYMENT	16
6.6 INVOICING INSTRUCTIONS	17
6.7 INSURANCE NO SPECIFIC REQUIREMENT	17
6.8 INSPECTION AND ACCEPTANCE	17
6.9 EXCESS GOODS	17
ANNEX "A" - REQUIREMENT	18

Solicitation No. - N° de l'invitation
5P420-17-5177/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
RFSO – Bin Anchors, Grasslands National Park, SK

ANNEX "B" - BASIS OF PAYMENT.....	20
ANNEX "C" - STANDING OFFER REPORTING FORM.....	22
ANNEX "D" - INTEGRITY PROVISIONS – LIST OF NAMES FORM.....	23

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSSO) 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 RFSSO;
- 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; 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 Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 Parks Canada Agency – Grasslands National Park has a requirement for the supply and delivery of bin anchors as and when needed. These anchors will be used for the purpose of securing brace fence posts and for holding fence wire in low lying areas.

The Standing Offer Holder will be asked to provide and deliver the bin anchors within 2 weeks of receipt of call-up to the delivery location below.

Delivery location: Grasslands National Park
Operations Compound
Highway 4 South
Val Marie, SK S0N 2T0

1.2.2 The requirement is subject to the provisions of 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.

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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

2.2 Submission of Offers

Offers must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated below.

Parks Canada Agency Bid Receiving Unit
National Contracting Services Unit
635 – 8 Avenue S.W., Suite 1300
Calgary, AB T2P 3M3

Bid Fax: 1-866-246-6893

Due to the nature of the Request for Standing Offers, offers transmitted by email to PCA will not be accepted.

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;

- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

**** To be completed by the Offer ****

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

**** To be completed by the Offer ****

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) 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.

2.5. 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 Saskatchewan.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that Offerors 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 Annex "B", Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

Solicitation No. - N° de l'invitation
5P420-17-5177/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
RFSO – Bin Anchors, Grasslands National Park, SK

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Bidders must submit their financial bid in accordance with Annex B - Basis of Payment.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of 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. 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 – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

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

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

Offerors may use the attached Integrity Provisions – List of Names form under **Annex “D”**

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Solicitation No. - N° de l'invitation
5P420-17-5177/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
RFSO – Bin Anchors, Grasslands National Park, SK

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

There is no security requirement applicable to this 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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

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 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.

Solicitation No. - N° de l'invitation
5P420-17-5177/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
RFSD – Bin Anchors, Grasslands National Park, SK

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 issuance of Standing Offer to March 31, 2018 inclusive.

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 two (2) additional one (1) years period(s), from 1 April 2018 to 31 March 2019 inclusive, and 1 April 2019 to 31 March 2020 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.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Joanne S. Cuthbert

Contracting Officer
Parks Canada Agency
Chief Financial Directorate
National Contracting Services Unit
Suite #1300, 635 – 8 Avenue S.W.
Calgary, AB T2P 3M3

Telephone: (403) 292-4558
Facsimile: (403) 292-4475
E-mail address: joanne.cuthbert@pc.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:

***** To be determined at contract award *****

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.

Solicitation No. - N° de l'invitation
5P420-17-5177/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
RFSO – Bin Anchors, Grasslands National Park, SK

6.5.3 Offeror's Representative

**** To be completed by the Offer ****

The Offeror's Representative for the Standing Offer is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province/ Territory:	Postal Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number or Goods and Services Tax Number:		

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Offerors are requested to have a Procurement Business Number (PBN) before Standing Offer award. Offerors may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier). For non- Internet registration, Offerors may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Parks Canada, Grasslands National Park designated representative(s).

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) by the issuance of a call-up against the Standing Offer or electronic document.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$25,000.00** (Applicable Taxes included).

6.10 Direct Deposit

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by April 2016. If the bidder is not set up for direct deposit, the Direct Deposit enrollment form will be required to be submitted to the Contracting Authority upon receipt of a Purchase Order or Contract.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

6.11 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) Annex A, Requirement
- e) Annex B, Basis of Payment
- f) the Offeror's offer dated (to be determined).

6.12 Certifications

6.12.1 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.

6.13 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 Saskatchewan.

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

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

Section 12 Interest on Overdue Accounts, of 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

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 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in **Annex "B"** for a cost of \$ as specified in the call-up.

Customs duties are included and Applicable Taxes are extra.

6.5.2 Limitation of Price

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

6.5.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.5.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

6.6 Invoicing Instructions

6.6.1 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.

6.6.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the Project Authority at the address shown on page 1 of the Contract for certification and payment.

6.7 Insurance No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.8 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.9 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

ANNEX "A" - REQUIREMENT

1) Background:

Grasslands National Park requires the supply and delivery of bin anchors as and when needed. These anchors will be used for the purpose of securing brace fence posts and for holding fence wire in low lying areas.

Bin anchors, as the name implies, were originally designed for securing grain bins.

2) Bin Anchor Specifications (see Appendix A):

- i. The anchors must be constructed out of 5/8" galvanized rod.
- ii. The anchors must be 43" long including the eye constructed at one end. The eye must be approximately 1 1/2" inside diameter.
- iii. The helix (auger) must be 4" constructed out of 3/16" galvanized steel. The helix must be beveled at both cut ends and gaped at least 1 1/4".
- iv. The rod must be side-cut or beveled at the insertion end. The helix must be welded at approximately 2 1/4" from the sharpened end.

3) Delivery:

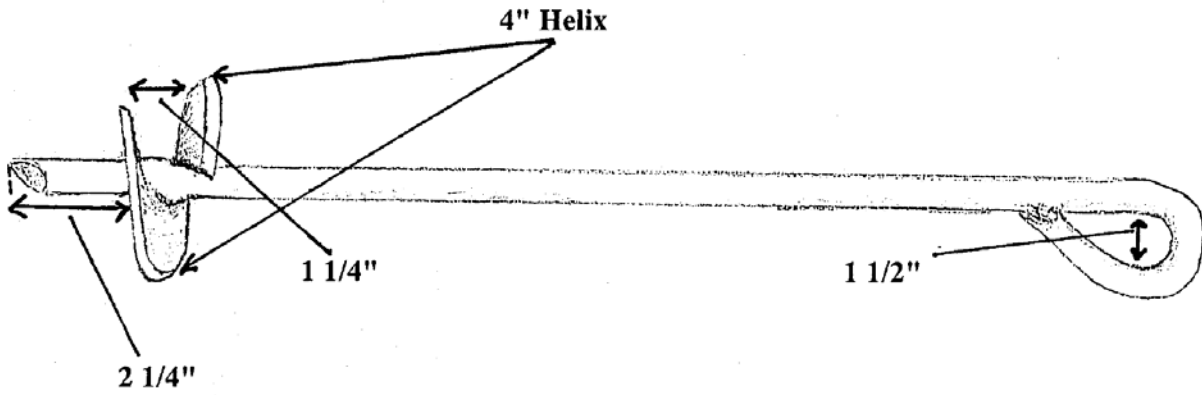
Delivery must be received within two (2) weeks of receipt of call-up, FOB destination to:

Grasslands National Park
Operations Compound
Highway 4 South
Val Marie, SK S0N 2T0

Appendix A

Bin Anchor Specifications

Material - 5/8" galvanized rod



ANNEX "B" - BASIS OF PAYMENT

**** To be completed by the Offer ****

Financial Bid Submission Requirements

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment.
- (b) All prices are in Canadian dollars, FOB destination Grasslands National Park as indicated in Annex A – Statement of Work.
- (c) Customs duties are included and Applicable Taxes are extra.
- (d) **Total Combined Evaluated Estimated Bid Price Calculation:**

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Tables A, B and C.

Firm Unit Price(s)

The prices in the tables below are in Canadian Dollars, and are for the provision of all costs (including but not limited to all materials, supplies, administrative fees and costs, and delivery costs FOB Destination at Grasslands National Park, Saskatchewan) as required to perform the Work in accordance with the Statement of Work at Annex "A" except for those items provided by Parks Canada.

The estimated quantities specified herein, are provided for evaluation purposes only and are not a commitment to purchase.

TABLE A

Note: Units are based on a pallet of 1000 bin anchors.

Standing Offer Period from date of Standing Offer to March 31, 2018 inclusive.					
Item No.	Location	Unit	Estimated Quantity (a)	Price per Unit (b)	Total Estimated Price (a) x (b) = (c)
1.	Grasslands National Park	Per Pallet of 1000	2	\$	\$
Subtotal A.					\$

TABLE B

Note: Units are based on a pallet of 1000 bin anchors.

Standing Offer Option Year 1 - from April 01, 2018 to March 31, 2019 inclusive					
Item No.	Location	Unit	Estimated Quantity (a)	Price per Unit (b)	Total Estimated Price (a) x (b) = (c)
1.	Grasslands National Park	Per Pallet of 1000	2	\$	\$
Subtotal B.					\$

TABLE C

Note: Units are based on a pallet of 1000 bin anchors.

Standing Offer Option Year 1 - from April 01, 2019 to March 31, 2020 inclusive					
Item No.	Location	Unit	Estimated Quantity (a)	Price per Unit (b)	Total Estimated Price (a) x (b) = (c)
1.	Grasslands National Park	Per Pallet of 1000	2	\$	\$
Subtotal C.					\$

TOTAL EVALUATED BID PRICE – Sum of Subtotals A+B+C=	\$
--	-----------

Name of bidding Company: _____

NOTES:

1. Firm unit prices will remain firm for the entire period of the Standing Offer period and option year period.
2. The estimated usage specified above, are provided for evaluation purposes only and are not a commitment to purchase.
3. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.
4. Should there be an error in the extended pricing of the Offerer's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Offerers' proposal shall be changed to reflect the quantities stated in the RFSO

Solicitation No. - N° de l'invitation
5P420-17-5177/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
RFSO – Bin Anchors, Grasslands National Park, SK

ANNEX "C" - STANDING OFFER REPORTING FORM

Standing offer	(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY Y)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY Y)	End Reporting Period (DD/MM/YYYY)	
Call up #	Work Description	Date of Order	Date of Delivery	Value of Order (GST extra)

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

PREPARED BY:

NAME:

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

Solicitation No. - N° de l'invitation
5P420-17-5177/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
RFSO – Bin Anchors, Grasslands National Park, SK

ANNEX “D” - INTEGRITY PROVISIONS – LIST OF NAMES FORM

**** To be completed by the Offer ****

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently members of the board of directors of the Offeror.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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

1. _____
2. _____
3. _____
4. _____
5. _____

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

Indicate Bidder's business structure:

(Society, firm or partnership)