

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 Fabric Sheeting	
Solicitation No. - N° de l'invitation 21120-181963/A	Date 2017-08-22
Client Reference No. - N° de référence du client 21120-181963	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PR-723-73296
File No. - N° de dossier pr723.21120-181963	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-08	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Gravel, Sylvie	Buyer Id - Id de l'acheteur pr723
Telephone No. - N° de téléphone (613)240-7281 ()	FAX No. - N° de FAX (819)956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein/ Voir ci-inclus	
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

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Solicitation No. - N° de l'invitation
21120-181963/A
Client Ref. No. - N° de réf. du client
21120-181963

Amd. No. - N° de la modif.
File No. - N° du dossier
pr723.21120-181963

Buyer ID - Id de l'acheteur
pr723
CCC No./N° CCC - FMS No./N° VME

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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 and Additional Information: includes the certifications and additional information 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, the basis of payment, the technical requirements, the Electronic Payment Instruments, CSC/SCC 1279 Institutional Access CPIC Clearance Request form, and the quarterly report template.

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, Mission, British Columbia for the supply of Fabric (Sheeting) as defined at Annex A.

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

The estimated usage is 25,000 metres per year.

The fabric must be delivered to CORCAN Matsqui Institution, Abbotsford, B.C.

Only one (1) RISO may be issued as a result of this RFSO.

- 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 and/or services.
- 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) (<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.

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.

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 (1 hard copy)
Section III: Certifications (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.
- 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 Part 4, Evaluation Procedures, 4.1.1.1 Mandatory Technical Criteria).

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex A, Article A.3 Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "C" 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
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Section III: Certifications

Offerors must submit the certifications and additional information 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

Supporting Documentation

As part of the technical evaluation, to confirm an Offeror's capability of meeting the technical requirements, a Certificate of Compliance, as defined hereunder, is required with the bid.

CERTIFICATE OF COMPLIANCE - DEFINITION

A Certificate of Compliance is a written statement from the fabric manufacturer guaranteeing the full compliance of the item offered to the technical requirements specified at Annex A. This document must be on official company stationery; it must be dated after RFP posting date; it must make reference to the technical requirements at Annex A and have the signature of the designated representative. Canada reserves the right to verify the statements made in the Certificate of Compliance.

The Offeror must ensure that the required Certificate of Compliance is submitted with the bid.

The requirement for a Certificate of Compliance will not relieve the successful Offeror from strictly adhering to the technical requirements of this Request for Standing Offer and any resultant contract.

If an Offeror has inadvertently omitted the submission of the Certificate of Compliance with the offer, the Standing Offer Authority will inform the Offeror in writing and provide the Offeror with two (2) working days from the request to submit the documentation. Failure to comply with the request within the specified timeframe will result in the bid being declared non-responsive.

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 (identified 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 three (3) years.

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 quantity for the all items at destination.

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 Integrity Provisions of the Standard all offerors must provide with their offer, **if applicable**, the declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

5.1.2.1.1 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 request for standing offer, offerors acknowledge that only offers with a certification that the goods offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the goods offered being treated as non-Canadian goods.

The Offeror certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

Plant Location

Item(s) 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ciif/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 (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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 Additional Certifications Precedent to Issuance of a Standing Offer**5.2.3.2 Production Certification**

The Offeror certifies that:

() the fabric manufacturer that provided the Certificate of Compliance will remain unchanged for the full production of the contract quantity.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**6.1 SACC Manual clause [M9033T](#) (2011/05/16) Financial Capability**

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

7.3 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.

7.3.1 General Conditions

2005 (2017/06/21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 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 "B". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

(To be determined at issuance of the SO)

1st quarter: _____;
2nd quarter: _____;
3rd quarter: _____;
4th quarter: _____;

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is twelve (12) months from the date of issuance of the Standing Offer.

7.4.2 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-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.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Sylvie Gravel
Public Works and Government Services 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: 613-240-7281 Facsimile: 819-956-5454
E-mail address: sylvie.gravel@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.

7.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

Technical Authority Mailing/Shipping Address (DND)

CORCAN Textile
Pacific & Prairies Region
Correctional Service Canada
Mission Minimum Institution

Contact : Sandra Stone
Telephone : _____ (will be provided at issuance of the SO)
Email : _____

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.

7.5.3 Offeror's Representative

The person responsible for:

General enquiries

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

Delivery follow-up

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

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
CORCAN Industries-Mission, B.C.

7.7 Call-up Instrument

1. The Work will be authorized or confirmed by the Identified User using the duly completed form PWGSC-TPSGC 942 Call-up Against a Standing Offer or an equivalent as identified in paragraph 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.
2. Call-ups must be made by the Identified User's authorized representatives under the Standing Offer and must be for goods included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$84,750.00 (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$ _____ (Applicable Taxes excluded) (*to be provided at issuance of the Standing Offer*) 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 _____ 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.

7.10 Priority of Documents

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

- a) the 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) the Offeror's offer dated _____

7.11 Certifications and Additional Information

7.11.1 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.

7.11.2 SACC Manual Clauses

[M3060C](#) 2008/05/12 Canadian Content Certification (*if applicable*)

7.12 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 in _____.

7.13 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			
Christmas Holiday	FROM	_____	TO _____
Summer Holiday	FROM	_____	TO _____
Year 2 – Extension			
Christmas Holiday	FROM	_____	TO _____
Summer Holiday	FROM	_____	TO _____
Year 3 - Extension			
Christmas Holiday	FROM	_____	TO _____
Summer Holiday	FROM	_____	TO _____

7.14 Plant Location

Items will be manufactured at: _____

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.

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

(if applicable)

Section 19 Interest on Overdue Accounts, of General Conditions 2030 (2016/04/04) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery is requested within 60 calendar days from receipt of a call-up against the Standing Offer.

7.4 Payment

7.4.1 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.

7.4.2 SACC Manual Clauses

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

7.4.3 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)

7.5 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 must be forwarded for certification and payment to:

Correctional Service of Canada
PO Box 50
33737 Dewdney Trunk Rd.
Mission, BC V2V 4L8
Attn: Jan Walline

The original invoice (PDF format) can also be sent by e-mail to Jan.walline@csc-scc.gc.ca and must be stamped "ORIGINAL".

b. Two (2) copies must be forwarded to the consignee.

7.6 Insurance

SACC Manual clause [G1005C](#) (2008/05/12) Insurance

7.7 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.

7.8 Overshipment

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

7.9 Materials: Contractor Total Supply

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

7.10 Delivery

7.10.1 Delivery - Appointments

The Contractor must make deliveries to CORCAN by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting :

CORCAN Textiles
Sandra Stone
Tel. 604-820-5799 or 604-820-5735

The consignee may refuse shipments when prior arrangements have not been made.

7.10.2 Shipping Instructions - Delivery at Destination

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

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

7.10.3 Packaging

Packing must be in accordance with standard commercial practice to ensure safe delivery at destination.

7.11 Assessment of Faults in Textile Fabrics

1. The fabric detailed in the Contract must be free from defects such as imperfections and blemishes that may adversely affect its appearance or serviceability when viewed under inspection conditions satisfactory to the Quality Assurance Representative (QAR).
2. Any defect acceptable to the QAR must be strung (flagged) along the right hand selvedge of the face side using colourfast strings for each two (2) linear decimetres where the defect occurs (not applicable to narrow fabrics 15 cm or less in width).
3. The Contractor must deduct allowances from the gross piece length for each defect or splice, on the basis of two (2) linear decimetres per fault. The Contractor must record gross length, net length and number of splices on each piece ticket.
4. Fabric with more than 3 to 5% defects per 100 metres linear will be rejected.
5. The following defects, if prevalent throughout the fabric, will result in rejection of the full pieces:
 - (a) mill creases/calendar marks;
 - (b) edge to edge shading;
 - (c) tears, holes or marks beyond 12 mm from the outer edge of the selvedge;

- (d) poor dye penetration and/or streaks;
- (e) weak or tender fabric;
- (f) warp or filling defects throughout.

7.12 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.

7.13 Onsite Escorted Access – No Access to Protected and/or Classified Information or Assets

Escorted Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets.

1. The Agreement holder's personnel MUST be escorted at all times when onsite at a Correctional Service Canada (CSC) facility.
2. Access to a Correctional Service Canada (CSC) institution will be subject to a CPIC verification, and the Agreement holder must ensure that its personnel are made aware of and comply with this restriction.
3. Access to PROTECTED and/or CLASSIFIED information or assets is not permitted.

All suppliers, supplier's employees and sub-contractors who will need to have access to CSC facilities must complete the CSC-SCC 1279 form in Annex "D", "Institution Access CPIC Clearance Request". The form must be sent to the Technical Authority within 7 days following the issuance of the Standing Offer. CSC reserves the right to refuse access to all person who do not meet CSC minimum security standards.

No monetary compensation will be provided to the supplier for employees who are refused access to CSC's institutions

ANNEX «A» REQUIREMENT

A.1. TECHNICAL REQUIREMENT

The Contractor is required to provide CORCAN, Correctional Service Canada with cotton/polyester fabric (sheeting) in accordance with the following technical requirements.

Fabric, 50% Cotton/50% Polyester, Percale, 200 thread count.

Colour: White: Pantone 11-0601 TC Bright white.

Weight: 120 grams per square meter (+/- 3%)

Width: 108"-110".

Fabric to be rolled full width on tubes - NOT folded.

Plain edge (selvage)

Fabric rolls must have a minimum of 90 meters to a maximum of 110 meters.

Maximum 3 joins per roll.

Bidders must submit technical specifications on fabric from manufacturer.

A.2. DESTINATION & INVOICING ADDRESSES

Destination Address	Invoicing Address
CORCAN Textiles CORCAN Warehouse, Matsqui Institution 33344 King Road Abbotsford, B.C. V2S 4P3 Delivery appointment: Refer to Part 7, Section B, para. 7.10.1	Refer to Part 7, para. 7.6

A.3. DELIVERABLES AND BASIS OF PAYMENT

YEAR 1 - 12 months from issuance of the Standing Offer

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra, all applicable Customs Duties and Excise taxes included
1	Fabric, 50% Cotton/50% Polyester, Percale, 200 thread count, Colour White	25,000	Metre	\$ _____

Solicitation No. - N° de l'invitation
21120-181963/A
Client Ref. No. - N° de réf. du client
21120-181963

Amd. No. - N° de la modif.
File No. - N° du dossier
pr723.21120-181963

Buyer ID - Id de l'acheteur
pr723
CCC No./N° CCC - FMS No./N° VME

YEAR 2 (EXTENSION) – 13-24 months from issuance of the Standing Offer

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra, all applicable Customs Duties and Excise taxes included
2	Fabric, 50% Cotton/50% Polyester, Percale, 200 thread count, Colour White	25,000	Metre	\$ _____

YEAR 3 (EXTENSION) – 25-36 months from issuance of the Standing Offer

Item	Description	Estimated Quantity	Unit of Issue	Firm Unit Price, DDP, Transportation costs included, Applicable Taxes extra, all applicable Customs Duties and Excise taxes included
3	Fabric, 50% Cotton/50% Polyester (sheeting), Percale, 200 thread count, Colour White	25,000	Metre	\$ _____

Solicitation No. - N° de l'invitation
21120-181963/A
Client Ref. No. - N° de réf. du client
21120-181963

Amd. No. - N° de la modif.
File No. - N° du dossier
pr723.21120-181963

Buyer ID - Id de l'acheteur
pr723
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

QUARTERLY REPORT TEMPLATE

Standing Offer Number: _____

Reporting Period (start date to end date): _____

Date	Call-up #	Item Number and Item Description	Quantity (metre)	Total Billing	
				w/o taxes	with taxes
TOTAL				\$	\$

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

Prepared by:

Name: _____

Date: _____

Telephone no.: _____

Solicitation No. - N° de l'invitation
21120-181963/A
Client Ref. No. - N° de réf. du client
21120-181963

Amd. No. - N° de la modif.
File No. - N° du dossier
pr723.21120-181963

Buyer ID - Id de l'acheteur
pr723
CCC No./N° CCC - FMS No./N° VME

ANNEX “C”

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)



Correctional Service Canada
Service correctionnel Canada

Annex / "D"
Annexe

PROTECTED B ONCE COMPLETED
PROTÉGÉ B UNE FOIS REMPLI

**INSTITUTIONAL ACCESS
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT
DEMANDE DE VÉRIFICATION
DU DOSSIER AU CIPC**

PUT AWAY ON FILE - CLASSER AU DOSSIER
ADMINISTRATIVE OR OPERATIONAL FILE
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL
► Original = 3170-12

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution - Établissement	Request received / Demande reçue le	Date (YYAA-MM-DJ)	PUT AWAY ON FILE / CLASSER AU DOSSIER	► 3170-12
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A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS

Surname / Nom de famille: _____ Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales): _____ Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu): _____

Date of birth / Date de naissance (YYAA-MM-DJ): _____ Place of birth - Lieu de naissance / City/Town - Ville ou municipalité: _____ Province/State - Province ou état: _____ Country - Pays: _____

B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE

☐ Male / Homme ☐ Female / Femme Height - Grandeur: _____ Weight - Poids: _____ Eye color - Couleur des yeux: _____ Hair color / Couleur des cheveux: _____

C. ADDRESS - ADRESSE

Street - Rue: _____ City/Town - Ville ou municipalité: _____ Province: _____ Postal Code - Code postal: _____ Telephone number - Numéro de téléphone / Home - Domicile: _____ Work - Bureau: _____

Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation): _____

D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX

- Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked?
Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué? ☐ Yes / Oui ☐ No / Non
- Do you personally know of any person incarcerated in a correctional facility?
Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel? ☐ Yes / Oui ☐ No / Non
- Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety?
Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne? ☐ Yes / Oui ☐ No / Non
- Are you related/associated to an inmate or on an inmate's visiting list?
Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu? ☐ Yes / Oui ☐ No / Non

If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passer peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature - Signature du demandeur: _____

Date (YYAA-MM-DJ): _____

F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC

Reason for clearance - Motif justifiant la demande d'accès: _____

Department making the request (please print) / Unité qui soumet la demande (en lettres moulées s.v.p.): _____ Signature of Division Head / Signature du chef de la division: _____ Date (YYAA-MM-DJ): _____

☐ No criminal record / Aucun casier judiciaire ☐ A possible criminal record #: / Numéro du casier judiciaire possible: _____ Last entry: / Dernière entrée: _____

☐ An outstanding warrant/charge held by: / Auteur du mandat non exécuté/accusation en instance: _____

SIGNATURES

☐ Approved / Approuvée ☐ Not approved / Non approuvée The individual has been advised. - Le demandeur a été informé de la décision. ☐ Yes / Oui ☐ No / Non By: / Par: _____

Security Intelligence Officer / Agent de renseignements de sécurité: _____ Date (YYAA-MM-DJ): _____ Institutional Head / Directeur de l'établissement: _____ Date (YYAA-MM-DJ): _____ Visit Review Board / Comité des visites: _____ Date (YYAA-MM-DJ): _____