



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

Travaux publics et Services gouvernementaux
Canada
Place Bonaventure,
800 rue de la Gauchetière Ouest
Voir aux présentes - See herein
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**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
Travaux publics et Services gouvernementaux Canada
Place Bonaventure,
800 rue de la Gauchetière Ouest
Voir aux présentes - See herein
Montréal
Québec
H5A 1L6

Title - Sujet Bedding articles	
Solicitation No. - N° de l'invitation W0106-17J101/A	Date 2017-08-24
Client Reference No. - N° de référence du client W0106-17-J101	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-309-14497
File No. - N° de dossier MTA-7-40049 (309)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-05	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Paradis, Mary	Buyer Id - Id de l'acheteur mta309
Telephone No. - N° de téléphone (514)496-3874 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: THE DEPT OF NATIONAL DEFENCE 2 SITES: SEE 'STATEMENT OF REQUIREMENT' Canada	
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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	Plant/Usine		
1	Bedding articles Request for Individual Standing offer to purchase bedding articles on an as and when requested basis. Period : One (1) firm year with two (2) option years of one year each.	W0106	W0130	1	lot	\$	XXXXXXXXXX		

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Solicitation No. - N° de l'invitation
W0106-17-J101/A
Client Ref. No. - N° de réf. du client
W0106-17-J101

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA 7-40049

Buyer ID - Id de l'acheteur
MTA 309
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 Statement of Requirement , Basis of Payment and Standing offer reporting.

1.2 Summary

Regional Individual Standing Offer to supply and deliver on an as-and-when required basis various bedding as specified at Annex "A".

Required for the Department of National Defence at the Valcartier and St. Jean Garrisons in the Province of Quebec.

The period of the Regional Individual Standing Offer is for **one firm year** from the date of issue with the possibility to exercise **two option years**, one year at a time under the same conditions as stipulated in this Request for Individual Standing Offer.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are no security requirements associated with the requirement.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of **2006**, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual clause

B4024T	No substitute products	2017-07-01
M1004T	Condition of material -offer	2016-01-28

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 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 Improvement of Requirement during solicitation period

Should bidders consider that the specifications or Statement of requirement contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of completion nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **7 calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 the Province of Quebec.

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 (2 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (2 hard copies)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

[Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: 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.

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices – Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the information below, to identify which ones are accepted.

If the information below 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.

The Offeror accepts to be paid by any of the following Electronic Payment Instruments:

- 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)

3.1.2 Exchange Rate Fluctuation

C3010T 2014-11-27, Exchange Rate Fluctuation Risk Mitigation

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

All the following mandatory criteria will be taken into consideration to evaluate each of the offers received:

- a. Acceptance of other terms and conditions as mentioned in the Request for Standing offer;
- b. Completion of the solicitation document.
- c. The offers must be in technical conformity with the specifications provided in Annex "A " – Statement of Requirement.

Note 1:

To be considered, all these criteria have to be respected in their offer in order to facilitate the financial evaluation.

IN THE ABSENCE OF THIS INFORMATION, THE OFFER WILL BE REJECTED.

Note 2:

Only those offerors who meet all the mandatory criteria of this Request for Standing offer document will be subject to further evaluation.

4.1.2 Financial Evaluation

The offerors must present their financial offer in conformance to Annex 'B' – Basis of Payment. The applicable taxes must be indicated separately.

4.1.2.1 Mandatory Financial Evaluation

- a. Compliance with the methods for setting the proposed prices.
- b. Firm prices must be provided for all the items, for all the years , as stipulated at Annex "B" – Basis of payment.

OFFERS THAT DO NOT MEET THESE REQUIREMENTS, WILL BE REJECTED.

4.1.2.2. SACC Manual Clause

M0220T 2016-01-28 Evaluation of Price – Offer

4.1.3 Evaluation of price

The prices listed in Annex B – Basis of payment, will be evaluated as follows:

The extended price is the quantity of each year multiplied by the firm price per year. This formula applies to the first, second and third year, for a total of 3 years.

The total Standing Offer price (all applicable taxes extra) will be the total price for the 3 years.

4.2 Basis of Selection

Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Canada anticipates the award of one Standing Offer for this requirement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There are no security requirements associated with the requirement.

PART 7- STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There are no security requirements associated with the requirement of 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 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2. Standing Offers Reporting

Periodic Usage Reports - Standing Offer

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

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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: 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.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is for **one year** from the date of issue.

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 periods of one year (12 months) each**, 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.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: MARY PARADIS
Title: ACTING SUPPLY SPECIALIST
Public Services and Procurement Canada
Directorate: SUPPLY AND REMUNERATION
Address: 800 RUE DE LA GAUCHETIÈRE, OUEST,
PLACE BONAVENTURE, SOUTH EAST PORTAL
1ST FLOOR, ROOM 1110, MONTREAL, QC
Telephone: (514) 496-3874
Facsimile: (524) 496-3822
E-mail address: mary.paradis@pwgsc.gc.ca

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

7.5.2 Contact at Customer Department

(To be completed by Canada at the time of award)

For all information related to invoicing and /or payments you may communicate with:

Customer department: The Department of National Defence

Name: _____
Telephone number: _____
Fax number: _____
E-mail: _____

7.5.3 Offeror's Representative

General enquiries:

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

Delivery follow-up:

Name: _____
Title: _____
Telephone: _____ - _____ - _____

Solicitation No. - N° de l'invitation
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W0106-17-J101

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA 7-40049

Buyer ID - Id de l'acheteur
MTA 309
CCC No./N° CCC - FMS No./N° VME

Facsimile: _____ - _____ - _____
E-mail address: _____

7.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

Valcartier Garrison
Building 515
Courcellette, Quebec

St. Jean Garrison
J.V Allard Building, Megaplex
Loading dock
St. Jean sur Richelieu, Quebec

7.7 Call-up Instrument

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

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$50,000.00** (Applicable Taxes included).

7.9 Financial Limitation

Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) (To be completed by Canada at the time of the issue 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 **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.

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 [2010A 2016-04-04](#), General Conditions – Goods (Medium Complexity) ;
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Quarterly report (example only);
- h) the Offeror's offer dated _____ (insert date of offer).

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.

7.12 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 _____. (*The name of the province or territory as specified by the Offeror in its offer, if applicable, will be inserted here by Canada.*)

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 Statement of Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

(The following clause will be inserted by Canada when payment by credit cards is accepted by the Offeror).

Section 16, Interest on Overdue Accounts, of 2010A 2016-04-04, General Conditions – Goods (Medium complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

The first delivery shall be made within 30 calendar days of the offeror receiving the order (call-up).

All other subsequent deliveries shall be made within 10 business days of the offeror receiving the order (call-up).

7.4 Payment

7.4.1 Basis of Payment

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit prices*, as specified in _____ in Annex B – Basis of Payment for a cost of \$ _____ (Will be inserted by Canada at the issuance of Standing offer stage). Customs duties are included and Applicable Taxes are extra.

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

7.4.2 Limitation of Price

SACC Manual clause [C6000C](#) 2011-05-16 Limitation of Price

7.4.3 SACC Manual Clauses

H1001C 2008-05-12 Multiple Payments

7.4.4 SACC Manual Clauses

A2000C 2006-06-16 Foreign Nationals (Canadian Contractor)
B7500C 2006-06-16 Excess Goods
C2605C 2008-05-12 Canadian Customs Duties and Sales Tax – Foreign-based Contractor
C5201C 2008-05-12 Prepaid Transportation Costs

7.5 Electronic Payment of Invoices – Call-up

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

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

7.6 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 address shown on page 1 of the Contract for certification and payment.

7.7 Exchange Rate Fluctuation Risk Mitigation

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form [PWGSC-TPSGC 450](#), Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#), for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

7.8 Insurance

SACC Manual clause
G1005C 2016-01-28 Insurance - No Specific Requirement

7.9 SACC Manual Clauses

B7500C 2006-06-16 Excess Goods

7.10 Shipping Instructions – Delivery

Shipping Instructions – Delivery at destination.

Solicitation No. - N° de l'invitation
W0106-17-J101/A
Client Ref. No. - N° de réf. du client
W0106-17-J101

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA 7-40049

Buyer ID - Id de l'acheteur
MTA 309
CCC No./N° CCC - FMS No./N° VME

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

FCA Free Carrier at **(The Department of National Defence, Valcartier Garrison and St. Jean Garrison, P. Quebec)** Incoterms 2000 for shipments from a commercial contractor.

7.11 Transport costs

The Contractor must ship the goods prepaid via _____ (insert the method of transportation) Including all delivery charges to **(The Department of National Defence, Valcartier Garrison and St. Jean Garrison, P. Quebec)**.

Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

ANNEX "A" **STATEMENT OF REQUIREMENT**

PURPOSE

This document sets out the general and specific requirements for establishing a Regional individual standing offer for bedding for the Valcartier and St-Jean Garrisons, Department of National Defence (DND), P. Quebec.

DESCRIPTION OF BEDDING ITEMS

FEATURES

1. Pillows must meet the following criteria:

- a. Outer covering: 70% polyester and 30% cotton
- b. Content: Non-allergenic 100% polyester stuffing, no matter the grade
- c. Size: min. width of 42.5 cm to a max. width of 45 cm × min. length of 62.5 cm to a max. length of 65 cm
- d. Weight: min. weight of 24 ounces to max. weight of 28 ounces
- e. Colour: white
- f. Bilingual label (English/French) on each pillow indicating in detail the manufacturing materials as specified in sections 1.a, 1.b, 1.c and 1.d, as well as washing/cleaning instructions.
- g. Vacuum or compressed packaging (without fasteners) in quantities of a min. of 20 to a max. of 25 per box, size: a min. of 20" × 24" × 27" tall to a max. of 22" × 26" × 32" tall (facilitates storage and handling). In order to prevent deformation, the items must not be tied inside the boxes.

Note: No matter the thread-count for pillow outer fabric.

2. Grey blankets must meet the following criteria:

- a. 95% acrylic and 5% other fibres, woven
- b. Size: min. width of 155 cm to max. width of 165 cm × min. length of 213 cm to max. length of 223 cm. The blanket must be trimmed and assembled in one single piece. One edge seam only.
- c. Weight: min. weight of 66 ounces to a max. weight of 72 ounces
- d. Colour: grey
- e. Machine washable and dryable
- f. Edge: overlock serging, stands up to multiple washings (must not fray).

- g. Bilingual label (English/French) on each blanket indicating in detail the manufacturing materials as specified in sections 2.a, 2.b, 2.c and 2.d, as well as washing/cleaning instructions.
- h. Packaging: each blanket must be packed individually in a plastic bag, with a min. quantity of 10 to a max. quantity of 15 blankets per box. In order to prevent deformation, the items must not be tied inside the boxes.

3. Pillowcases must meet the following criteria:

- a. 50% cotton, 50% polyester
- b. Min. 180 thread count to max. 250 thread count
- c. Size: min. width of 51 cm to max. width of 55 cm × min. length of 77 cm to a max. length of 82 cm.
- d. Weight: min. weight of 4 ounces to a max. weight of 6 ounces
- e. Colour: white
- f. Bilingual label (English/French) on each pillowcase indicating in detail the manufacturing materials as specified in sections 3.a, 3.b, 3.c and 3.d, as well as washing/cleaning instructions.
- g. Packaging: min. of 10 to a max. of 15 plastic bags per box containing a min. quantity of 10 pillowcases and a max. quantity of 15 pillowcases. In order to prevent deformation, the items must not be tied inside the boxes.

4. Flat sheets must meet the following criteria:

- a. 50% cotton, 50% polyester
- b. Min. 180 thread count to a max. 250 thread count, no iron finish. Sheets must be trimmed and assembled in one single piece. One double seam around the edge.
- c. Size: min. width of 168 cm to a max. width of 178 cm × min. length of 267 cm to max. length of 277 cm.
- d. Weight: min. weight of 18 ounces to a max. weight of 22 ounces.
- e. Colour: white
- f. Bilingual label (English and French) on each sheet indicating in detail the manufacturing materials as specified in sections 4.a, 4.b, 4.c and 4.d as well as washing/cleaning instructions.
- g. Packaging: in a plastic bag (min. 10 sheets/bag to max. 15 sheets/bag), in a box (min. of 10 bags to a max. of 15 bags per box). In order to prevent deformation, the items must not be tied inside the boxes.

5. The mattress covers must meet the following criteria:

- a. 50% cotton, 50% polyester
- b. Quilted, diamond-shape motif, vinyl on top and T-200 percale on the bottom, no iron finish, with diagonal elastic band in the four corners to grip mattress.
- c. Size: min. width of 97 cm to max. width of 100 cm × min. length of 190 cm to max. length of 195 cm.
- d. Weight: min. weight of 16 ounces to max. weight of 30 ounces.
- e. Colour: white
- f. Bilingual label (English and French) on each mattress cover indicating in detail the manufacturing materials as specified in sections 4.a, 4.b, 4.c and 4.d as well as washing/cleaning instructions.
- g. Packaging: in a plastic bag (1 mattress cover/bag), with a min. quantity of 12 and a max. quantity of 24 mattress covers per box. In order to prevent deformation, the items must not be tied inside the boxes.

DELIVERY

Reception of the goods is to take place at the point of delivery on business days between 8:00 am and 3:00 pm. The goods shall be delivered on standard 48" × 40" pallets.

Delivery timeframe

The first delivery shall be made within 30 calendar days of the offeror receiving the order (call-up).

All other subsequent deliveries shall be made within 10 business days of the offeror receiving the order (call-up).

Delivery addresses

- a) Valcartier Garrison
Building 515
Courcelette, Québec G0A 4Z0
- b) St-Jean Garrison
J.-V. Allard Building Megaplex
Loading dock
St-Jean-sur-Richelieu, Québec J0J 1R0

ANNEXE "B"
Basis of Payment

NOTE TO OFFERORS:

1. Firm prices are required for all items in the table below.
2. The prices of the items listed in the table below do not include taxes. All applicable taxes are extra.
3. Prices must include delivery charges.

A) VALCARTIER GARRISON

Item	Description	Firm Period		Optional Period 1		Optional Period 2	
		Year 1		Year 2		Year 3	
		Estimated quantity	Unit price	Estimated quantity	Unit price	Estimated quantity	Unit price
1	Pillows	300	\$_____	300	\$_____	300	\$_____
2	Pillowcases	500	\$_____	500	\$_____	500	\$_____
3	Mattress covers	500	\$_____	500	\$_____	500	\$_____
		Total	\$_____	Total	\$_____	Total	\$_____

B) ST-JEAN GARRISON

Item	Description	Firm Period		Optional Period 1		Optional Period 2	
		Year 1		Year 2		Year 3	
		Estimated quantity	Unit price	Estimated quantity		Estimated quantity	Unit price
1	Pillows	6,000	\$_____	6,000	\$_____	6,000	\$_____
2	Grey blankets	1,000	\$_____	1,000	\$_____	1,000	\$_____
3	Pillowcases	1,000	\$_____	1,000	\$_____	1,000	\$_____
4	Flat sheets	1,500	\$_____	1,500	\$_____	1,500	\$_____
		Total	\$_____	Total	\$_____	Total	\$_____

Solicitation No. - N° de l'invitation
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File No. - N° du dossier
MTA 7-40049

Buyer ID - Id de l'acheteur
MTA 309
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"
STANDING OFFER REPORTING

QUARTERLEY REPORT – (Example only)

1st quarter: April 1 to June 30 2017

RISO	Department	Call up #	Date	Qty of order	Total Value
21C11- 171257/A	Corcan -Drummond	A	X	10	10,000 \$
		B	Y	5	5,000 \$

CUMULATIVE: 15,000 \$