

CANADIAN HERITAGE**REQUEST FOR STANDING OFFER**

REQUEST NUMBER: 10171084

TITLE OF PROJECT: Rental of tents and floors

REQUEST DATE: October 3rd, 2017

CLOSING DATE AND TIME: November 15th, 2017, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Darquise LeBrun
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: (819) 994-2111
E-mail: PCH.contracts-contracting.PCH@canada.ca

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the **Statement of Work** attached hereto as **Annex "A"**. The period of the Standing Offer resulting from this Request for Standing Offer is for three (3) years with two (2) additional one (1) year option periods.

If you are interested in undertaking this project, your sealed Offer, clearly indicating the title of the work and addressed to the undersigned will be received up to **14:00 hours, (2 p.m.) EST: November 15th, 2017, at:**

Mail room / Bid Receiving
RFP: 10171084
Attention: Darquise LeBrun
15 Eddy Street, 2nd Floor (15.2.C)
Gatineau, Quebec
K1A 0M5

It is the Offeror's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

Offerors submitting an offer are also requested to complete the Offer of Services attached at Annex "F".

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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 Work, the Basis of Payment, the Example of Requirements for Financial Evaluation Purposes., the Insurance Requirements, the Call up against a Standing Offer Form and the Offer of Services Form.

1.2 Summary

Canadian Heritage (PCH) wishes to establish a standing offer for the rental of outdoor tents and temporary floors so as to respond to a requirement related to event programming, sponsors, operations, press conferences and other corporate events of the Department in the National Capital Region.

Winterlude and Canada Day are the two flagship events. The standing offer agreement stemming from this request will aim to acquire tent and temporary floor rental services for these events and related operations. Other events may be added as required and when new requirements arise.

The Standing Offer will be for a three (3) year period with the possibility of extending it by two (2) additional one (1) year periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Free Trade Agreement (CETA), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the

Canada-Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Trade Agreement and the Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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.

1.5 Other Information

If you have issues or concerns regarding the solicitation, you have the option of raising them with the Department or with the Office of the Procurement Ombudsman. The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$ 25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO, by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

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

2.2 Submission of Offers

Offers must be submitted only to Canadian Heritage's (PCH) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by email or by facsimile to PCH 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, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid non-responsive.

Definitions

For the purposes of this clause,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder 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, Bidders agree that the successful Bidder'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 Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder 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 reduction 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 seven (7) business 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 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 (2 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.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, the Basis of Payment.

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

MANDATORY EVALUATION CRITERIA: To be declared responsive, an Offer must meet each of the mandatory criteria. In cases where an Offer does not meet all of the mandatory criteria, the Offer will be deemed as non-compliant and no further consideration will be given to the Offer.

MANDATORY CRITERIA – RENTAL OF TENTS AND FLOORS					
Mandatory Requirements		Compliant	Non-Compliant	Cross-Reference to Offer	
M1	The offeror must demonstrate that it has at least five (5) years of experience in the rental of tents and temporary floors during all seasons. The experience must include transportation, installation, maintenance, inspection and dismantling.				
M2	The offeror must demonstrate its ability to provide service 24/7 in response to emergency calls. The offeror must also demonstrate its ability to respond to emergency calls within four (4) hours.				
M3	The offeror must demonstrate its ability to provide all the inventory requested, as listed in Basis of Payment in Annex B. Should the offeror propose tent manufacturers other than those indicated in this Request for Standing Offer, it must provide documentation demonstrating that these manufacturers comply with engineering and flammability standards (Canadian standard CAN/ULC-S109-14).				

4.2 Basis of Selection

4.2.1 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. The evaluated price will be calculated in accordance with Annex D, Example of Requirements for Financial Evaluation Purposes.

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 Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 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/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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](https://www.canada.ca/en/employment-social-development/canada-labour/s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

1. Before issuance of a call-up against the resulting standing offer, the following conditions must be met:
 - (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

A7.1 Offer

A7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "X".

A7.2 Security Requirements

A7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the Standing Offer.

A7.2.1.1 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **SITE ACCESS STATUS**, granted or approved by PCH.

A7.2.1.2 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCH.

A7.2.1.3 The Contractor/Offeror MUST NOT carry information or **PROTECTED** property outside the workplace; and the Contractor/Offeror must ensure that its personnel are aware of and comply with this restriction.

A7.2.1.4 The Contractor/Offeror MUST NOT use its own computer systems to process, produce or electronically store information or data and / or production at the **PROTECTED** level.

A7.3 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.

A7.3.1 General Conditions

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

A7.4 Term of Standing Offer

A7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____ ([*to be completed at issuance of Standing Offer*](#)).

A7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to an additional two (2) option periods of one (1) year 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

A7.5 Authorities

A7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Darquise LeBrun
Manager
Contracting and Materiel Management Directorate
Financial Management Branch
Canadian Heritage
15 Eddy Street, 9th floor, Gatineau, QC K1A 0M5

Telephone: 819-994-2111

E-mail address: PCH.contrats-contracting.PCH@canada.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.

A7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

A7.5.3 Offeror's Representative

To be identified at issuance of the Standing Offer

A7.6 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.

A7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Heritage.

A7.8 Call-up Procedures

- a) Each call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed call-up can be charged to this Standing Offer or any call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every call-up made under this SO.

- d) Only Authorized call-ups to be Accepted: The Offeror agrees only to perform individual call-ups made by an authorized representative of Canada under this Standing Offer outlined below.

A7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed Canadian Heritage form 942 – Call-up Against a Standing Offer (see Annex E).

A7.10 Non-Standing Offer Items

Identified Users may incorporate up to 25% or \$25,000.00 (the lesser of the two) of non-standing offer items within the Call-up up (including applicable taxes).

A7.11 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 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2016-04-04), High Complexity Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- i) the Offeror's offer dated _____ (*insert date of offer*).

A7.12 Certifications and Additional Information

A7.12.1 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.

A7.13 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 Ontario.

A7.14 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

A7.15 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

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.

B7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

B7.2 Standard Clauses and Conditions

B7.2.1 General Conditions

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

B7.3 Term of Contract

B7.3.1 Period of the Contract

To be specified in each call-up against the Standing Offer.

B7.4 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.

B7.5 Payment

B7.5.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment attached hereto at Annex B, for Work performed under the call-up against the Standing Offer.

B7.5.2 Limitation of Expenditure

- a) The Contractor will be paid for Work performed under each approved call-up, in accordance with the Basis of Payment at Annex C of the Standing Offer.
- b) Canada's total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

B7.5.3 Method of Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

B7.6 Invoicing Instructions

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.

Invoices must be distributed as follows:

- a) The original must be forwarded to the Project Authority named in each call-up against the Standing Offer.

B7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"
STATEMENT OF WORK

1. SCOPE

1.1 Title

Rental of tents and floors

1.2 Introduction and objective

Canadian Heritage (PCH) wants to establish a standing offer for the rental of outdoor tents and temporary floors, so as to respond to a requirement related to event programming, sponsors, operations, press conferences and other corporate events of the Department.

The standing offer will be for a three-year term with an option to extend for two additional one-year periods.

1.3 Background, assumptions and specific scope of the requirement

PCH is looking for a contractor that is able to provide tent rental services and build temporary floors for events in Ottawa and Gatineau.

Each year, Canadian Heritage organizes major events in the National Capital Region to promote active citizenship by means of civic participation, to recognize Canadians' shared values, and to celebrate the people and events that shape Canada.

Winterlude and Canada Day are the two flagship events. The standing offer agreement stemming from this request will aim to acquire tent and temporary floor rental services for these events and related operations. Other events may be added as required and when new requirements arise. The contractor will be informed of requirements related to other potential events before the events are held.

Requirements are different for each event and each site. Each event or requirement involves different sites and locations where the tents and floors will be erected.

Anticipated dates for the events as part of this request for standing offers:

Year 1

Winterlude 2018 – January 26 to February 23, 2018

Canada Day 2018 – June 23 to July 4, 2018

Year 2

Winterlude 2019 – January 25 to February 22, 2019

Canada Day 2019 – June 23 to July 4, 2019

Year 3

Winterlude 2020 – January 24 to February 21, 2020

Canada Day 2020 – June 23 to July 4, 2020

Option year 1

Winterlude 2021 – January 23 to February 20, 2021

Canada Day 2021 – June 23 to July 4, 2021

Option year 2
Winterlude 2022 – January 22 to February 19, 2022
Fête du Canada 2022 – June 23 to July 4, 2022

The start and end dates for each event are subject to change, according to PCH's needs and schedules.

The tent and floor rental period varies from a day to over a month, depending on the event and location. The tent and floor rental services include all labour, transportation and equipment needed to deliver, install, maintain, inspect and dismantle all the items listed in Basis of Payment, attached in Annex B.

2. REQUIREMENT

2.1 Specifications and standards

- a) The tents and floors must meet specific criteria in terms of dimensions, quality, installation and dismantling schedules. The tent walls and roofs must be adjusted to the format of the structure, without visible stains or tears, and must be white only. The offeror must be able to provide plain PVC walls with or without windows.
- b) The offeror must provide all the necessary equipment, materials and labour to be able to transport, install, inspect and dismantle the required tents and floors. Canadian Heritage complies with various federal, provincial and municipal rules and standards relating to construction and the use of grounds. The offeror must comply with the lines identified on the ground on the sites indicating electrical, water and telecommunications conduits. The offeror is responsible for complying with these rules and standards and for providing the necessary certifications and attestations as required. The material provided must comply with standards of the various fire departments (Ottawa and Gatineau). The offeror is responsible for all costs incurred to be able to comply with these standards.
- c) The offeror must provide various types of floors, such as but not limited to the following:
 - ¾ inch plywood (painted black or grey); and
 - Rubber covering (for tents set up on the canal).
- d) The offeror may be required to use barrels or other counterweight systems if the site does not allow for the use of stakes. The offeror must have the equipment required to move the counterweights if need be.
- e) The Capital Experience Branch cannot be held responsible for any damage to the offeror's materials.
- f) The tents and/or floors will be installed on different and sometimes uneven surfaces, including asphalt, grass or ice (Rideau Canal), which may be covered with snow and/or ice and may not be completely level. It is the offeror's responsibility to take the measures required to ensure that the installation is level and that accessibility measures (steps, ramps, etc.) are installed when required. These measures will be taken at the offeror's cost and will be incorporated into the proposed price in Appendix B.
- g) The offeror may be required to visit the site with a Canadian Heritage representative before starting the installation.
- h) The offeror must carry out weekly inspections of each tent and/or floor to ensure everything is safe. Other inspections may be needed due to changes in weather or at the request of the project lead.
- i) All tents must be equipped with basic ambient lighting installed by the offeror and

emergency exit lights where required (for tents over 3,200 ft² or according to the code in effect in the province where the tent is installed). Electrical power will be provided by PCH. Using solar lights is not possible.

- j) The offeror must leave the site following an inspection conducted with the project lead. The offeror will be charged for any damage to the site.

2.2 Technical, operational and organizational environment

Installation and dismantling schedules will be determined with the project lead in a timely fashion before each event. In addition, the offeror must work with specific site plans and comply with all regulations applicable to each site.

2.3 Method and source of acceptance

After the work is completed, all the installations must be verified by the project lead to confirm the safety and quality of the installations.

Payment will be made within 30 days following receipt of the official invoice, after the work is completed. Any surpluses or extra charges above the original estimate must be discussed with the PCH project lead and agreed upon before the work is carried out and the equipment is installed. There will be no additional compensation for work performed without prior authorization.

The offeror undertakes to respond to an **emergency call** within four hours. In this case, the offeror must inspect all installations on each affected site, take the necessary corrective measures and subsequently provide the project lead with a report.

3. OTHER CONDITIONS

3.1 Location of work, work site and delivery point

The delivery points vary according to the requirement. The most frequently used sites include (without being limited thereto): Parliament Hill, Jacques Cartier Park, Confederation Park, Major Park, Rideau Canal, LeBreton Flats, sites of the various museums and other municipal parks in the National Capital Region.

* Parliament Hill is classified as a construction site, according to the Ontario Labour Code. Shirts, trousers, safety boots and safety helmets are required when the tents and floors are installed on and removed from this site. In addition, the offeror must ensure that at least one person per shift working on this site has up-to-date working at heights training. If the offeror uses a lift, the operator must demonstrate that they have up-to-date training for the type of equipment used.

As part of some events, the work may have to be carried out simultaneously on more than one site at a time. As a result, more than one work team may be required.

3.2 Language of work

English or French

No specific language is required, as the offeror will not have to deal with the public.

3.3 Security requirements

As part of the contract with the Department, the offeror must comply with federal, provincial and municipal legislation and regulations relating to occupational health and safety. Should federal, provincial or

municipal provisions differ, the offeror must comply with the most stringent. The offeror acknowledges that the project lead has informed it that the sites involved in the work are “**construction sites**” in keeping with federal, provincial or municipal legislation and regulations, and that it is subject to federal, provincial and municipal legislation and regulations related to occupational health and safety in the construction industry.

The offeror is responsible for costs related to complying with federal, provincial and municipal legislation and regulations relating to occupational health and safety (including in the construction industry).

In accordance with Government of Canada policy related to security, anyone working or providing services on Parliament Hill must meet the requirements of a security screening to be able to access the site. The security screening requires the disclosure of personal information concerning the reliability and loyalty of individuals.

ANNEX "B"
BASIS OF PAYMENT

The offeror will be paid in accordance with the following payment terms for work performed pursuant to the contract.

All deliverables are free on board (FOB) destination, and all applicable Canadian customs duties must be included. Applicable taxes are extra.

The rates below include transportation, installation, inspection and dismantling. The initial daily, weekly and monthly rates (rates of rows entitled "Initial") apply to the initial term of the standing offer. The rates for options 1 and 2 apply only if the options to extend the contract are exercised by Canada.

The dimensions indicated below for tents and floors are in feet.

TENTS – Regular or Equivalent “Warner” Style					
Item Description	Anchoring	Period	Daily Rate	Weekly Rate	Monthly Rate
10 x 10 Tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			
	Barrels/weights	Initial			
		Option 1			
		Option 2			
10 x 15 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			
	Barrels/weights	Initial			
		Option 1			
		Option 2			
10 x 20 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			
	Barrels/weights	Initial			
		Option 1			
		Option 2			

20 x 20 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			
Barrels/weights	Initial				
	Option 1				
	Option 2				
20 x 30 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			
Barrels/weights	Initial				
	Option 1				
	Option 2				
30 x 30 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			
Barrels/weights	Initial				
	Option 1				
	Option 2				
40 x 40 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			
Barrels/weights	Initial				
	Option 1				
	Option 2				
50 x 50 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			
Barrels/weights	Initial				
	Option 1				
	Option 2				
60 x 60 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
	Ice stakes	Initial			
		Option 1			
		Option 2			

	Barrels/weights	Initial					
		Option 1					
		Option 2					
TENTS – “A-Frame” Style							
Item Description	Anchoring	Period		Daily Rate	Weekly Rate	Monthly Rate	
15 x 30 tent	Ground stakes	Initial					
		Option 1					
		Option 2					
	Ice stakes	Initial					
		Option 1					
		Option 2					
	Barrels/weights	Initial					
		Option 1					
		Option 2					
30 x 30 tent	Ground stakes	Initial					
		Option 1					
		Option 2					
	Ice stakes	Initial					
		Option 1					
		Option 2					
	Barrels/weights	Initial					
		Option 1					
		Option 2					
30 x 50 tent	Ground stakes	Initial					
		Option 1					
		Option 2					
	Ice stakes	Initial					
		Option 1					
		Option 2					
	Barrels/weights	Initial					
		Option 1					
		Option 2					
45 x 50 tent	Ground stakes	Initial					
		Option 1					
		Option 2					
	Ice stakes	Initial					
		Option 1					
		Option 2					
	Barrels/weights	Initial					
		Option 1					
		Option 2					
TENTS – With Poles							
Item Description	Anchoring	Period		Daily Rate	Weekly Rate	Monthly Rate	
10 x 10 tent	Ground stakes	Initial					
		Option 1					
		Option 2					

10 x 20 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
10 x 30 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
20 x 20 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
20 x 30 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
20 x 40 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
30 x 40 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
40 x 40 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
20 x 60 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
20 x 80 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
40 x 80 tent	Ground stakes	Initial			
		Option 1			
		Option 2			
COUNTERWEIGHTS					
Item Description	Weight	Period	Daily Rate	Weekly Rate	Monthly Rate
Concrete counterweights (price per unit)	Minimum 1 tonne	Initial			
		Option 1			
		Option 2			
FLOORS					
Item Description	Finish (¾ inch)	Period	Daily Rate	Weekly Rate	Monthly Rate
10 x 10 floor	Painted plywood	Initial			
		Option 1			
		Option 2			
	Rubber-covered plywood	Initial			
		Option 1			
		Option 2			
10 x 20 floor	Painted plywood	Initial			
		Option 1			
		Option 2			
	Rubber-covered plywood	Initial			
		Option 1			
		Option 2			

20 x 20 floor	Painted plywood	Initial			
		Option 1			
		Option 2			
	Rubber-covered plywood	Initial			
		Option 1			
		Option 2			
20 x 40 floor	Painted plywood	Initial			
		Option 1			
		Option 2			
	Rubber-covered plywood	Initial			
		Option 1			
		Option 2			
40 x 40 floor	Painted plywood	Initial			
		Option 1			
		Option 2			
	Rubber-covered plywood	Initial			
		Option 1			
		Option 2			
Access ramp	Painted plywood	Initial			
		Option 1			
		Option 2			
	Rubber-covered plywood	Initial			
		Option 1			
		Option 2			

Cancellation and/or postponement

If Canada cancels or postpones an event, the contractor will be paid as follows:

Cancellation – less than 24 hours before installation	100% of the total value of the call-up affected by the cancellation
Postponement – less than 24 hours' notice before the original dates	10% of the total value of the affected call-up
Cancellation or postponement – more than 24 hours before an event	No charge

ANNEX "C"**INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Canadian Heritage.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,

Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "D"

EXAMPLE OF REQUIREMENTS FOR FINANCIAL EVALUATION PURPOSES

See separate Excel spreadsheet

OFFERORS DO NOT NEED TO COMPLETE THIS DOCUMENT. IT IS FOR INFORMATION PURPOSES ONLY AND WILL BE COMPLETED BY THE STANDING OFFER AUTHORITY.

ANNEX "E"
FORM 942 – CALL-UP AGAINST A STANDING OFFER

To - A:		PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
		Standing offer No. - N° d'offre permanente					Order date Date de la demande
Vendor # - N° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.			Date required - Demandé pour le
285092							
Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu	
Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation See Delivery Address / Voir adresse de livraison		FOB - FAB		Amount - Montant / CAD	
				Terms of payment - Modalités de paiement A/P, Due 30 Days From Document Date		T. taxes - T. taxes / CAD	
						T. Amount - Montant T. / CAD	
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.				Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.			
				Signature		Date	
				Approved for the Minister / Approuvé pour le Ministre			
				Signature		Date	

ANNEX "F"
OFFER OF SERVICES FORM

<i>(to be completed in by Offeror)</i>	
Offeror's full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>	
Offeror's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p> <hr/> <p>Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"</p>
Integrity Provisions (as per Part 5 of the bid solicitation)	<p>Declaration of Convicted Offences</p> <p>Integrity Declaration Form (to be completed only when you meet all three of the following conditions):</p> <ol style="list-style-type: none"> 1. You are a government supplier 2. You, one of your affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada and to the best of your knowledge and belief, the offence may be similar to one of the listed offences in the <i>Ineligibility and Suspension Policy</i> 3. You are unable to provide any of the certifications required by the <u>integrity provisions</u>. <p>Click here to complete the form and instructions for its submittal.</p>

	<p>Required Documentation</p> <p>Section 17 of the <i>Ineligibility and Suspension Policy</i> (http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:</p> <ul style="list-style-type: none"> - Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors - Privately owned corporations must provide a list of the owners' names - Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners - Suppliers that are a partnership do not need to provide a list of names <p>Suppliers may use this form to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the form online, print, sign and attach it to the bid.</p>
<p>On behalf of the offeror, by signing below, I confirm that I have read the entire Request for Standing Offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:</p> <ol style="list-style-type: none"> 1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO; 2. This offeror is valid for the period requested in the RFSO; 3. All the information provided in the offeror is complete, true and accurate; and 4. If the offeror is issued a Standing Offer, it will accept all the terms and conditions set out in Part 7 – Standing Offer and Resulting Contract Clauses, included in the RFSO. 	
Signature of Authorized Representative of Offeror	