

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

**Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067**

## 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**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Cleaning Supplies	
<b>Solicitation No. - N° de l'invitation</b> W0114-185505/A	<b>Date</b> 2017-10-12
<b>Client Reference No. - N° de référence du client</b> W0114-18-5505	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-935-7301
<b>File No. - N° de dossier</b> KIN-7-48036 (935)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-11-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b>  See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Barnett, Eliane	<b>Buyer Id - Id de l'acheteur</b> kin935
<b>Telephone No. - N° de téléphone</b> (613)536-4626 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE ILS RCVG 5 SOMME AVE KINGSTON Ontario K7K7B4 Canada	
<b>Security - Sécurité</b>  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**

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

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W0114-185505/A  
Client Ref. No. - N° de réf. du client  
W0114-185505

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN – 7 – 48036

Buyer ID - Id de l'acheteur  
kin935  
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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:   |
|        | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### **1.2 Summary**

#### **1.2.1 Description**

Canadian Forces Base (CFB) Kingston is made of numerous lodger units which are located throughout the Kingston and Brockville area that require the supply of various cleaning materiel and janitorial equipment on an "as and when requested" basis to satisfy daily office cleaning, building cleaning and field exercise requirements.

#### **1.2.2 Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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### **1.3      Debriefings**

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

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

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

### **2.4 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

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## 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: Financial Offer (one (1) hard copy and one (1) soft copy)

Section II: Certifications (one (1) hard copy)

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>). To assist Canada in reaching its objectives, Offerors should:

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

#### Section I: Financial Offer

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

#### Annex B, Basis of Payment – Pricing Basis A, Appendix 1 (Excel File)

Offerors must complete the Pricing Basis A – Standard Inventory Products, using the Excel file and ensure that it has been properly filled out and contains all required information.

- 1. **Hard (Paper) Copy:** One (1) hard copy must be submitted by the date, time and place indicated on page 1 of the Request for Standing Offers.
- 2. **Soft (Electronic) Copy:** In addition to the hard copy, PWGSC is requesting offerors to send in an electronic copy of Excel the file, by e-mail at the following address:  
**[kingston.procurement@pwgsc.gc.ca](mailto:kingston.procurement@pwgsc.gc.ca)**

### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section II: 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 Financial Evaluation

#### 4.1.1.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Offers must not contain any alteration to the Pricing Basis other than the addition of the Offeror's unit prices and the addition of Offered Size for changes in packaging, where applicable.
- b) Offerors must complete and submit with the offer, Annex B, Appendix 1 (Excel File). Pricing must be provided for all items as listed in Pricing Basis A (Appendix 1) and a percentage (%) discount amount for Pricing Basis B. Pricing must also be provided for all periods (Year 1, Year 2, and Year 3). Partially completed Pricing Basis will be considered non-responsive and will be given no further consideration.
- c) Where the Offeror proposes an alternate to the requested packaging, the Offeror must enter their packaging under Offered Size.
- d) Offers must not contain any condition or qualification placed upon the offer.
- e) Pricing must be firm in Canadian currency, Applicable Taxes excluded, Incoterms 2000 Delivered Duty Paid (DDP) Canadian customs duties and excise taxes included.

#### 4.1.1.2 Evaluation of Price – Offered Size and Adjusted Price

Offerors are given the opportunity to offer packaging sizes that differ from the requested sizes. Where the offered size differs from the requested size, the offered unit price will be adjusted accordingly during the evaluation process so that all offers can be evaluate on the same basis and fairly compared.

**Example:** The requested size is a bottle of 5L, but the offered size is a bottle of 6L; the offeror's unit price for a bottle of 6L will be divided by 6, then multiplied by 5 to arrive at the offeror's adjusted unit price as required for evaluation purposes only.

Where Offerors offer a packaging size that differs from the requested packaging size, the offered size unit type must be the same or convertible to the unit type specified in the requested packaging size. Failure to do so will impede with the ability of evaluating the offer in accordance with the Evaluation Procedures, Financial Evaluation, and Basis of Selection herein. The offer will therefore be deemed non-responsive and will be given no further consideration.

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**Examples:**

1. The requested unit type is in millilitres (ml) and the offered unit type is in litre (L). The evaluation team would be able to convert the litres in millilitres and to evaluate the offer.
2. The requested unit type is in millilitres (ml) and the offered unit type is in grams (g). The evaluation team would not be able to convert the grams into millilitres in order to evaluate the offer and the offer would be deemed non-responsive.

While changes to packaging sizes will be accepted, the offers must not contain any changes to the item description sizes, as these are part of the requirement. Any such offer will be deemed non-responsive and will be given no further consideration.

**Example:**

Item description is: Industrial Garbage Bags, 20" x 22"; the offeror must provide 20" x 22" bags

Where applicable, offered packaging sizes must meet the minimum packaging sizes provided in the item description, as these are part of the requirement. Any offer which contains an offered size that does not meet this requirement will be deemed non-responsive and will be given no further consideration.

**Example:**

Item description is: Industrial Garbage Bags, minimum 500/case; the offered size must be 500 per case or more.

#### **4.1.1.3 Financial Evaluation Criteria**

For Pricing Basis A: The extended price for each Year will be calculated by multiplying the total Estimated Usage value by the Offeror's corresponding unit price or by the Offer's corresponding adjusted price, as applicable. The evaluated price for Pricing Basis A is the sum of the extended prices for Year 1, Year 2, and Year 3.

For Pricing Basis B: The extended price for each Year will be calculated by deducting the offeror's discount to estimated annual usage amount for Pricing Basis B. The evaluated price for Pricing Basis B is the sum of the extended prices for Year 1, Year 2, and Year 3.

The evaluated price of the offer will be the sum of the evaluated prices for both Pricing Basis (A and B).

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid Destination, Canadian customs duties and excise taxes included.

The estimated usages provided in Annex B are for the sole purpose of establishing an evaluation tool. These usages are based only on best estimate and in no way reflect the actual usages expected or any commitment on part of the crown.

## **4.2 Basis of Selection**

- 4.2.1 An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

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

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 6.3.1 General Conditions

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

##### 6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "Annex C – Standing Offer Reporting Requirements". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must 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:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth 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.

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to three (3) years later.

## 6.4.2 Delivery Points

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

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Eliane Barnett  
Title: Supply Officer

Public Works and Government Services Canada  
Acquisitions Branch  
Address: 86 Clarence St, 2<sup>nd</sup> Floor  
Kingston, Ontario, K7L 1X3

Telephone: 613-536-4626  
Facsimile: 613-545-8067  
E-mail address: Eliane.Barnett@pwgsc-tpsgc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Standing Offer is 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.

### 6.5.3 Offeror's Representative *[Note to Offerors: Please fill out required information]*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Canadian Forces Base (CFB) Kingston.

## 6.7 Call-up Instrument

The Work will be authorized or confirmed by Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements..

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through PWGSC Forms Catalogue website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 6.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2016-04-04), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Reporting Requirements;
- h) Annex D, PWGSC 942, Call-up Against a Standing Offer Template
- i) the Offeror's offer dated \_\_\_\_\_. *[Note to Offerors: Canada will insert information at time of issuance of the Standing Offer]*

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## 6.10 Certifications and Additional Information

### 6.10.1 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.

### 6.11 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 \_\_\_\_\_. *[Note to Offerors: Canada will insert information at time of issuance]*

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **6.1 Requirement**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

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. *[Note to Offerors: This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted]*

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **6.4 Payment**

#### **6.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Call-up, the Contractor will be paid a firm price, as specified in the call-up, calculated in accordance with the Basis of Payment in Annex B. 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.

#### **6.4.2 Single Payment**

*SACC Manual* clause H1000C (2008-05-12), Single payment

**6.4.3 Electronic Payment of Invoices – Call-up** *[Note to Offerors: This clause will be completed by Canada at time of issuance to reflect the information the Offeror provides in Annex “E” to Part 3 of the Request for Standing Offers – Electronic Payment of Invoices]*

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)

## 6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.6 Insurance

*SACC Manual* clause G1005C (2016-01-28) Insurance

## 6.7 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

## 6.8 Inspection and Acceptance

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

## **ANNEX "A"**

### **REQUIREMENT**

#### **Cleaning Materiel and Janitorial Equipment**

##### **1.0 Scope**

##### **1.1 Objective**

The Department of National Defence (DND), Canadian Forces Base (CFB) Kingston, located in Kingston and Brockville, Ontario requires the supply of various cleaning materiel and janitorial equipment.

##### **1.2 Background**

CFB Kingston is made of numerous lodger units which are located throughout the Kingston and Brockville area that require the supply of various cleaning materiel and janitorial equipment on an "as and when requested" basis to satisfy daily office cleaning, building cleaning and field exercise requirements.

##### **2.0 Requirements**

##### **2.1 Requirements**

CFB Kingston has a requirement for a three (3) year Regional Individual Standing Offer (RISO) to be used by the numerous lodger units located in the Kingston and Brockville area on an "as and when requested" basis for the supply of cleaning materiel and janitorial equipment as identified 2.1.3 Category/Description List.

##### **2.1.2 Additional Requirements**

To meet the Government of Canada's objectives of promoting the use of environmental preferable products in the workplace and a fragrance free work environment it is requested that the Offeror's product line include Green Certification and fragrance free products.

##### **2.1.3 Category/Description List**

<b>CATEGORY</b>	<b>DESCRIPTION</b>
BATHROOM MAINTENANCE TOOLS	PLUNGERS, TOILET BRUSHES
BATHROOM TISSUE	STANDARD ROLL - 1 PLY OR 2 PLY
BROOM ACCESSORIES	DUST PANS - METAL OR PLASTIC
BROOMS AND BROOM HEADS	COMPLETE OR REPLACEMENT HEADS
BUCKETS, PAILS AND WRINGER	WET MOPPING
CLEANERS	BATHROOM, BLEACHES, BRASS CLEANERS, DEGREASERS, DISINFECTANTS, DISHWASHING, FURNITURE POLISH, GLASS, MULTI-PURPOSE, ODOR CONTROL
CLEANING BRUSHES	HAND OR BROOM STYLE - COMPLETE OR REPLACEMENT HEADS
DUSTERS	CLOTH, WET MOP, AND DUST COMPLETE WITH APPLICABLE HANDLES
FACIAL TISSUE	WHITE, MINIMUM 8" X 8" BOX - 1 PLY OR 2 PLY
FEMINE PRODUCTS DISPOSAL SYSTEMS	HOLDERS - PLASTIC OR METAL - BAGS - PLASTIC OR

AND REFILLS	WAXED
FLOOR SCRUBBERS ACCESSORIES (ONLY)	POLISHING, SCOURING, SPOT CLEANING PADS
FLOOR SIGNS AND BARRIERS	CAUTION, WET FLOOR
GARBAGE BAGS	GARBAGE BAGS - INDUSTRIAL GRADE, REGULAR, STRONG AND EXTRA STRONG STRENGTHS, VARIOUS SIZES, VARIOUS COLORS, CASES OR ROLLS
HAND PROTECTION	DISPOSABLE GLOVES - NON POWDER OR POWDER, ANY COLOR - LATEX , NITRILE OR FLOCKED LINED RUBBER GLOVES
HAND SANITIZERS/SOAPS/DISPENSERS	ANTIBACTERIAL SOAPS, GELS, HAIR SHAMPOO, HAND SOAPS, INSTANTFOAMS, SANITIZERS, ASSOCIATED DISPENSERS
HANDLES	MOPS, BOOMS. DUSTERS, AND SQUEEGEES
INDUSTRIAL TOWELS & WIPERS	WORKSHOP, UTILITY, DISINFECTING, PAPER OR CLOTH, VARIOUS COLORS, VARIOUS SIZES
MOPS HEADS	WET MOPING, DRY MOPPING
SCRUB BRUSHES	HAND, FLOOR, BROOM STYLE- COMPLETE OR REPLACEMENT HEADS/HANDLES
SCRUBBERS, SPONGES, ERASING PADS	SCOURING, SPOT CLEANING
SPRAYERS	TRIGGERS, BOTTLES, FUNNELS
SQUEEGEE AND SCRAPERS	HEADS, BLADES
SWEEPING COMPOUND	FLOOR SWEEP
CARTS	JANITOR CLEANING CARTS
DISPENSERS	HAND SANITIZER, SOAP
SMOKING RECEPTACLES	BUT CANS, CIGARETTE BUTT RECEPTACLE
WASTE CONTAINERS	TRASH/GARBAGE CONTAINERS - ROUND,SQUARE OR RECTANGULAR, WITH OR WITHOUT LIDS, PLASTIC OR METAL WHICH ARE CAN BE LINED WITH PLASTIC GARBAGE BAGS

## 2.2 Deliverables and Acceptance Criteria

Deliveries must be made no later than three (3) business days of receipt of call-up;  
Deliveries must be made directly to the location identified by the customer;  
Itemized Packing slips or billing of lading(s) and invoices must be included with each delivery;  
Each request sent to the Offeror must be shipped complete in one (1) shipment, unless authority from customer is granted in writing;  
Any shortages of cleaning materiel/janitorial equipment identified in a request must be reported to the customer within one (1) business day of receiving the order;  
Customer reserves the right to cancel line items that have been identified as shortages;  
After a complete and thorough inspection by the customer any shortfalls or deviations identified must be rectified within seventy-two (72) hours of notification at the expense of the Offeror;  
The Offeror must pick-up and replace any rejected items within seventy-two (72) hours of notification at their expense;  
Each request sent to the Offeror must be separately invoiced and identify the appropriate customer order number and account number;  
Each request sent to the Offeror must be invoiced on one (1) invoice, unless authority from customer is granted in writing

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## ANNEX "B"

### BASIS OF PAYMENT

*Note to Offerors: All information in italics will be removed from the resulting Standing Offer.*

***The estimated usages provided herein are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual goods ordered.***

All prices are firm, all-inclusive, unit prices in Canadian dollars, Applicable Taxes excluded, Incoterm 2000 DDP destination, Canadian customs duties and excise taxes included. Applicable Taxes must be shown as a separate item on the invoices.

#### 1. Pricing Basis A: Standard Inventory Products

See Appendix 1 – Spreadsheet (Excel file).

#### 2. Pricing Basis B: Special Orders

Additional product(s) ordered by DND which are not included in Appendix 1, but fall under the Category/Description List in section 2.1.3 of Annex A, will be charged in accordance with the Offeror's master price list, less a discount. The Offeror must provide the master price list at time of Standing Offer award.

Year	<i>Estimated Usage (in \$)</i>	Discount %
1	<i>\$40,000.00</i>	
2	<i>\$40,000.00</i>	
3	<i>\$40,000.00</i>	

**ANNEX C****STANDING OFFER REPORTING REQUIREMENTS**

Send to the Standing Offer authority named herein.

Use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer Title		Standing Offer #	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description (Item # ,Quantity)	Date of Order	Date of Delivery	Value of Order (not including HST)

Solicitation No. - N° de l'invitation

W0114-185505/A

Client Ref. No. - N° de réf. du client

W0114-185505

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN – 7 – 48036

Buyer ID - Id de l'acheteur

kin935

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D**

### **PWGSC 942 CALL-UP AGAINST A STANDING OFFER TEMPLATE**

Solicitation No. - N° de l'invitation  
W0114-185505/A  
Client Ref. No. - N° de réf. du client  
W0114-185505

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN - 7 - 48036

Buyer ID - Id de l'acheteur  
kin935  
CCC No./N° CCC - FMS No./N° VME

Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		Clear Data - Effacer l'information		Call-up Against a Standing Offer Commande subséquente à une offre à commandes	
Ship to - Expédier à		Consignee Code Code destinataire		<b>To the supplier:</b> The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.  <b>Au fournisseur:</b> L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.  <b>Security: The call-up includes security provisions.</b> <b>Sécurité : La demande comprend des exigences en matière de sécurité.</b>  <input type="checkbox"/> NO NON <input type="checkbox"/> YES OUI If YES, attach a SRCL to the call-up Si OUI, joindre une LVERS à la demande	
Supplier - Fournisseur		Postal Code Code postal			
Procurement Business No. (PBN) Numéro d'entreprise - approvisionnement (NEA)					
Invoices must be sent in accordance with - Les factures doivent être envoyées selon :					
<input type="checkbox"/> The detailed instructions in the standing offer Les instructions détaillées dans l'offre à commandes <input type="checkbox"/> The address shown in the "Ship to" block L'adresse indiquée dans la case « Expédier à » <input type="checkbox"/> Special instructions below Les instructions particulières ci-dessous					
Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers. Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.					
Standing Offer No. - N° de l'offre à commandes		Requisition No. - N° de demande Order. Off. - Bur. dem. YY - AA		Client Reference No. (optional) N° de référence du client (facultatif)	
The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement. Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.					
Amendment No. N° de modification		Previous Value (\$) Valeur précédente (\$)		Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)	
Total estimated expenditures or revised Total des dépenses estimatives ou révisées					
Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of l. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)
Special Instructions - Instructions particulières					
Total					
For further information, call - Pour renseignements supplémentaires, contacter				Delivery required by - Livraison requise le	
Name - Nom		Telephone No. - N° de téléphone		(YYYY-MM-DD) (AAAA-MM-JJ)	
For Internal purposes only - Pour usage interne seulement				Approved for the Minister - Approuvé pour le Ministre	
Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.					
Signature (Mandatory - Obligatoire)		Date (YYYY-MM-DD - AAAA-MM-JJ)		Signature (Mandatory - Obligatoire)	
				Date (YYYY-MM-DD - AAAA-MM-JJ)	

Canada

PWGC-TPSGC 942 (01/2014)

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**ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

**ELECTRONIC PAYMENT INSTRUMENTS**

*[As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.]*

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

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