

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

Title - Sujet Cleaning Supplies	
Solicitation No. - N° de l'invitation W0125-17NL01/A	Date 2017-10-13
Client Reference No. - N° de référence du client W0125-17-NL01	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-935-7303
File No. - N° de dossier KIN-7-48039 (935)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-27	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Barnett, Eliane	Buyer Id - Id de l'acheteur kin935
Telephone No. - N° de téléphone (613)536-4626 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SUPPLY CUSTOMER SUPPORT FLIGHT STN FORCES P.O.BOX 1000 ASTRA Ontario K0K3W0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W0125-17NL01/A
Client Ref. No. - N° de réf. du client
W0125-17NL01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN – 7 – 48039

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

The Department of National Defence (DND), Canadian Forces Base (CFB) Trenton, Astra, ON, requires the supply of janitorial and cleaning supplies (excluding bulk kitchen / laundry items) for various buildings at CFB Trenton and for furtherance to Canadian Forces Station (CFS) Alert, NU, as required. All deliveries should be addressed to CFB Trenton.

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).

1.2.3 Comprehensive Land Claims Agreements (CLCAs)

The Request for Standing Offers (RFSO) is to establish a Regional Individual Standing Offer (RISO) for the delivery of the requirement detailed in the RFSO, to the Identified Users, **including** areas subject to the Nunavut Land Claims Agreement.

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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.

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) (<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

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 purposed 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.

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, Incoterms 2000, Delivered Duty Paid (DDP), 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.

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).

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users, including areas subject to the Nunavut Land Claims Agreement.

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, 2nd 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, 8 Wing/Canadian Forces Base (CFB) Trenton.

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 \$30,000.00 (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;
Annex D, PWGSC 942, Call-up Against a Standing Offer Template
- h) the Offeror's offer dated _____. *[Note to Offerors: Canada will insert information at time of issuance of the Standing Offer]*

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 Ontario.

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

The Department of National Defence (DND), Canadian Forces Base (CFB) Trenton, Astra, ON, requires the supply of janitorial and cleaning supplies (excluding bulk kitchen / laundry items) for various buildings at CFB Trenton and for furtherance to Canadian Forces Station (CFS) Alert, NU, as required. All deliveries should be addressed to CFB Trenton.

Special Requirements:

- 1) Delivery must be within seventy-two (72) hours from receipt of call-up.
- 2) Deliveries must be made directly to the appropriate location as detailed in the call-up. Packing slips or bills of lading are to be included with each delivery.
- 3) Each call-up sent to the Supplier must be separately invoiced, packaged and identified/labelled with the appropriate call-up number.
- 4) The Supplier must prepare their invoices/quotes using only two decimal places. Invoices cannot be submitted until all work identified in the invoice is completed. All invoices must be forwarded via mail or email to the contact person specified in each Call-Up Document.
- 5) The Supplier must identify and report to the Purchasing Clerk any shortages from call-ups/orders within forty-eight (48) hours of receiving call-up. Shipments are not to be back ordered without notification and approval.
- 6) After a complete and thorough inspection, if products/articles are found incomplete or deviate from the original order/call-up, adjustments are to be carried out within twenty-four (24) hours of notification.
- 7) The Supplier must pick-up and replace any rejected items within twenty-four (24) hours of notification of the rejection.
- 8) Suppliers must be able to accommodate unforeseen situations and emergency orders. Delivery for emergency orders must be within twenty-four (24) hours from receipt of call-up. The call-up document will clearly be labelled as "emergency order".
- 9) Suppliers must be prepared to demonstrate their products when requested and provide updates on new methods, practices and procedures.
- 10) Suppliers must provide updated SDS information and must include International Air Transport Association (IATA) regulations when requested.

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, Incoterms 2000 Delivered Duty Paid (DDP), 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 – Non-Inventory Products

Product(s) ordered by DND which are not included in Annex B, but fall under the Category/Description List below, will be charged in accordance with the Supplier's master price list, less a discount of ____%. The Supplier must provide the master price list at time of Standing Offer award.

Year	<i>Estimated Usage (in \$)</i>	Discount %
1	\$16,950.00	
2	\$16,950.00	
3	\$16,950.00	

2.1 Category/Description List for Non-Inventory Products

CATEGORY	DESCRIPTION
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, ODOUR CONTROL
CLEANING BRUSHES	HAND OR BROOM STYLE - COMPLETE OR REPLACEMENT HEADS
DUSTERS	CLOTH, WET MOP, AND DUST COMPLETE WITH APPLICABLE HANDLES
FACIAL TISSUE	WHITE, BOX - 1 PLY OR 2 PLY
FEMININE PRODUCTS DISPOSAL SYSTEMS AND REFILLS	HOLDERS - PLASTIC OR METAL - BAGS - PLASTIC OR 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 PLACTIC GARBAGE BAGS
CLEANING FLOOR MACHINES	VACUUMS, POLISHER, SCRUBBER, CARPET CLEANER/EXTRATOR, CARPET AIR MOVER

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
W0125-17NL01/A
Client Ref. No. - N° de réf. du client
W0125-17NL01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN - 7 - 48039

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

ANNEX D

PWGS 942 CALL-UP AGAINST A STANDING OFFER TEMPLATE

Government of Canada Gouvernement du Canada		Call-up Against a Standing Offer Commande subséquente à une offre à commandes				Page: 1/1			
To: A		Originator - Initiateur		Standing Offer Number - No d'Offre à commandes		Order No N° de la demande			
Contact - Personne-ressource		Amendment Date/ Time Date de la modification/ Heure		Previous Value - Valeur précédente		Order date - Date de la demande Y/M/D/J			
00:00:00									
Vendor No - N° du fournisseur	Vendor Tel No N° du Tél. du fournisseur	Vendor Fax No N° de télécop. du fournisseur	Tel No - N° du Tél.	Fax No - N° de télécop.	Inc./Dec. - Aug./Dim.	Revised value - Montant révisé	Date required Demandé pour le ** See items **		
Item No. Article n°	Description				GSIN NIBS	U of P U d'A	Quantity Quantité	Unit Price Prix unitaire	Ext.Price Prix prévu
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. Au fournisseur: Votre offre à commandes, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes : Vous devez 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 à commandes. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre à commandes.					FOB - FAB		Amount - Montant / CAD		
Security: This call-up includes security provisions. If yes, an SCL shall accompany all PWGC call-ups. Sécurité: Cette commande comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSCG.					No/Non <input checked="" type="checkbox"/> Yes/Oui <input type="checkbox"/>		T. taxes / CAD HST/GST T. Amount - Montant T. / CAD		
Delivery Address - Adresse de livraison (Unless specified differently above - Sauf indication contraire ci-haut)					Invoicing address - Adresse de facturation Invoices - Original and two copies are to be made out and sent to Factures - Remplir et envoyer l'original et deux copies à		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		
					Approved for the Minister Approuvé pour le Ministre				
					Signature (Mandatory - Obligatoire)		Date		

Form 1000 - 1000000000

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)