



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet Key machine, software & supplies	
Solicitation No. - N° de l'invitation B8107-180074/A	Date 2017-11-20
Client Reference No. - N° de référence du client B8107-180074	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-460-73772
File No. - N° de dossier hn460.B8107-180074	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-08	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Guertin, Benoit	Buyer Id - Id de l'acheteur hn460
Telephone No. - N° de téléphone (819)420-0331 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: National Capital Region Région de la capitale nationale	
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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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 7B, 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 Price List, the Evaluation grid, and any other annexes

1.2 Summary

The client, Citizenship and Immigration Canada (CIC) has a requirement to purchase one keying machine, along with a tracking software and a software & maintenance support for their lock shop in Ottawa in order to re-key all CIC offices across Canada. This purchase would allow CIC to have a dedicated key series specific to them. The Regional Individual Standing Offer (RISO) requested will be for the purchase of a keying machine and the consumables (as listed in Annexes A and B) needed to fulfill their requirement as well as their yearly software licenses and yearly software & maintenance support. This RISO would be for a period of 5 years plus 2 option years.

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).

1.3 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

2.1.1 SACC Manual Clauses

Reference	Section	Date
<u>M9033T</u>	Financial Capability	2011-05-16
<u>B1000T</u>	Condition of Material	2014-06-26

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. Email proposals are not accepted.

PWGSC Bids Receiving Unit
11 Laurier Street
Place du Portage, Phase 3, Core 0B2, Gatineau, Québec, K1A 0S5
Tel.: 819-420-7201 Fax: 819-997-9776

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2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (1 hard copies and 1 soft copies on CD, DVD, or USB)
- Section II: Financial Offer (1 hard copies and 1 soft copies on CD, DVD, or USB)
- Section III: Certifications (1 hard copies)
- Section IV: Additional Information (1 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy. Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Offerors are to submit a complete Annex "E" Evaluation Grid as part of their technical offer.

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices – Offer

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

If Annex "D" 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

1. The offerors may request Canada to assume the risks and benefits of exchange rate fluctuations. If the offeror claims for an exchange rate adjustment, this request must be clearly indicated in the offer at time of bidding. The offerors must submit form [PWGSC-TPSGC 450](#), Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the offeror and which are to be included in the adjustment amount.

3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the offeror must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#), for each line item where they want to invoke the exchange rate fluctuation provision. Where offers are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the offeror will not be accepted for the purposes of this exchange rate fluctuation provision.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.3 Offeror's Contact

Name and telephone number of the person responsible for:

Call-ups:

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

Delivery follow-up:

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

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 Mandatory Technical Evaluation

The following Mandatory factors will be taken into consideration in the evaluation of each offer:

- Technical compliance (description of items in Annex "A")
- Completed Annex "E" – Evaluation Grid

4.1.2 Financial Evaluation

The Offeror must complete Annex "B" Price List and quote firm unit prices in Canadian dollars, Delivered Duty Paid, the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

4.2 Basis of Selection

An offer must comply with the requirements of the RFSO and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluation price, as defined in Annex "B", will be recommended for the issuance of a standing offer. A maximum of one (1) standing offer may be issued.

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.

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

5.2.3 Periodic Usage Reports

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

The Offeror must provide this data in accordance with the reporting requirements detailed in the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by a Canada acquisition card. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing offer Authority no later than 30 calendar days after the end of the reporting period.

The supplier hereby accepts the responsibility to submit all required usage reports in accordance to instructions, and furthermore understands that failure to provide usage reports in accordance with instructions may result in the setting aside of the Standing offer and the application of a vendor performance corrective measure.

Company Name

Supplier's Representative Signature

Date

5.2.4 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

or

The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

Contractor/Offer personnel **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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6.3.1 General Conditions

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

6.3.2 Periodic Usage Reports - Standing Offer

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 a Canada acquisition card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated 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 thirty (30) calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer (will be inserted at issuance of standing offer)

The period for making call-ups against the Standing Offer is from _____ to _____.

6.4.2 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 two additional period of up to 12-months each, under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Benoit Guertin – Supply Specialist
Public Services and Procurement Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Telephone: (819) 420-0331
E-mail address: TPSGC.DGAHNOCAA-ABHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca

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

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 (will be inserted at issuance of standing offer)

Name and telephone number of the person responsible for:

Call-ups:

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

Delivery follow-up:

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

6.6 Identified Users

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

Citizenship and Immigration Canada

1. Procurement & Contracting Services / Administration, Security and Accommodation
70 Crémazie Street, Gatineau, Québec K1A 1L1
2. Corporate Security / Administration, Security and Accommodation
365 Laurier West, Ottawa, Ontario, K1A 1L1

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 or 3 below, or by using the Canada acquisition card (Visa or MasterCard), for low dollar value requirements.

For audit purposes, Identified Users are to number Call-ups paid for by credit cards according to a unique and sequential numbering system. The following format is suggested (XXXX-YYMMDD-SS). XXXX represents the four last digits of the credit card number; YYMMDD represents the date of the order and; SS represents a sequential number for orders placed the same day.

1. Call-ups must be from 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. The following forms 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 only)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version only)

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 this Standing Offer are as follows:

1. Call-ups sent from [Corporate Security](#) must not exceed \$5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).
2. Call-ups sent from [Procurement & Contracting Services](#), must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

Individual requirements exceeding the above amount of \$40,000.00 can be submitted to

Standing Offer authority for review and approval. PWGSC may use the standing offer for requirements exceeding this limit. Requirements shall not be broken into a number of call-ups for the purpose of avoiding approval authorities.

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$125,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or six (6) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.10 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 2010A (2016-04-04) General Conditions - Goods, (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Price List
- g) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

6.11 Certifications and Additional Information - 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.

6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(Insert the name of the province or territory as specified by the Offeror in its offer, if applicable).*

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 perform the Work and/or provide the items described 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) will not apply to payments made by credit cards.

6.2.2 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

6.3 Term of Contract - 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

Subject to the provisions of this Standing offer and, in particular, to the Method of Payment provisions, the Contractor shall be paid the firm unit prices specified in Annex "B" Price List, in Canadian dollars, delivered duty paid (DDP), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes are included in such price(s).

6.4.2 Limitation of Price

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

6.4.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.4.4 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

6.5 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.

1. Each invoices that includes services must be supported by:
 - i. a copy of time sheets to support the time claimed;
 - ii. a copy of the sign-in sheet;
 - iii. a certified copy of the prepaid transportation bill of lading (if applicable);
 - iv. a copy of the shipping invoice (if applicable)
2. Invoices must be distributed as per the detailed instructions in the standing offer

6.5.1 Electronic Payment of Invoices – Call-up (will correspond with Offeror's offer)

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)

6.6 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30

6.7 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid – DDP– (as per Call-up) Incoterms 2000 for shipments from a commercial contractor.

ANNEX "A" - REQUIREMENT

CITIZENSHIP AND IMMIGRATION CANADA (CIC) KEY MACHINE, TRACKING SOFTWARE, ANCILLARY SUPPLIES, AND ASSOCIATED LIFE CYCLE SUPPORT

1.0 Scope

1.1 Purpose: This Statement of Requirement describes the product specifications for key machine, tracking software, ancillary supplies, and associated maintenance that will be used to support CIC keying services. The objective of this requirement is provide keying services internally, thus saving on expenses related to key cutting, creating cylinders and labour, and ensuring a single key pathway is used within CIC.

1.2 Background: CIC Corporate Security is responsible for the oversight and security access of several buildings within the NCR (5), rest of Canada (37), and abroad (50) which have aging and disconnected key systems that needs to be replaced. Over the years, CIC has purchased many locks from different manufacturers and suppliers resulting in inconsistencies in locking mechanism, unaccountability and heighten risks associated with unauthorized duplicate keys being issued or copied. To eliminate these risks, CIC would like to purchase a key machine for their Lock Shop located in Ottawa, Ontario. The key machine with its associated master-key management system (software) would allow for a dedicated key series, standardization of the quality of the product and provide better client service.

The key machine would be able to create keys, reset cylinders, do cylinder modifications and provide security access while the software will be able to design and control a master key system, provide accountability to internal audit and trace the information pertaining to key request. This key machine would ensure one key series is used within CIC's buildings. CIC's in-house locksmith would provide this service at no additional cost to CIC. The system can be adapted to security briefcases, Corbin-Russwin locksets or equivalent, Rim/Mortise locks, deadbolts, support interchangeable cores, and Key-in-knob cylinders and any other locking mechanism that CIC uses. CIC IT Asset Management would be installing the software on the locksmith computer. After implementation of the key series within National Headquarters in the Ottawa buildings, the keying services would be implemented in the regions and abroad.

2.0 REQUIREMENTS

2.1 General: As CIC will repetitively order the same range of goods or services and the actual demand (quantity and delivery date) is not known in advance, the proposed procurement strategy is to establish a Regional Individual Standing Offer (RISO) for an initial period of five years with two option years, up to 12 month each.

2.2 The following levels of effort for equipment, software, supplies and services can be used to provide unit price for the RISO:

- a) One key machine.
- b) One key program software.
- c) One keying kit.
- d) On-site initial training in Ottawa for users (Locksmith and one or two users) on delivery of key machine and software.
- e) Up to 400 Corbin-Russwin locksets per year or equivalent.
- f) Up to 200 Rim/Mortise locks per year.
- g) Up to 50 deadbolts per year.
- h) Up to 300 Key-in-know cylinders per year.
- i) Up to 650 unpinned cylinders per year.
- j) Up to 1300 blank keys per year.
- k) Technician hourly rate for related work outside of warranty (i.e. machine must be dismantled, moving and reassembly)
- l) Software support cost per year (including software upgrade).
- m) Maintenance Support cost per year.

3.0 SPECIFICATIONS

3.1 Key Machine Hardware Specifications: This key making machine must be manufacturer's standard product and must meet the following specifications:

- a) Be keyed into the same master key system which allows all products to be operated with just a single key;
- b) Keying possibilities must not be reduced by mechanical factors (Maximum adjacent cut specification);
- c) System must be able to create a minimum of 1 million useable KD codes under one master key system;
- d) Hardware is pickproof and bump proof;
- e) Hardware must be wear resistant;
- f) Controlled duplication of keys through an additional security measure;
- g) Be able to incorporate an electromechanical key system;

3.2 Key Cuts must meet the following specifications:

- a) Keys must not be capable of being replicated without tools provided;
- b) Keys must be cut with combinations set at precise angles;
- c) Keys must be cut on a dedicated key machine;
- d) Keys must utilise a blocking system;
- e) Keys must be resistant to both dirt and freezing;
- f) Colour inserts must be possible or an equivalent colour coding system for the keys;
- g) Keys must be fully metal;
- h) Product must be durable and wear resistant;

- i) Key cuts must be able to service the following with one machine or supply of high security cylinders:
 - i. Secured Briefcases;
 - ii. Corbin-Russwin locksets;
 - iii. Schlage locksets;
 - iv. Rim/Mortise locks;
 - v. Deadbolts;
 - vi. Support interchangeable cores;
 - vii. Key-in-knob cylinders;

3.3 Key making machine Software Specification. Software must meet and or provide these functions:

- a) Compatible and included with the Key Machine. Key reports (options to include the combination of door, keying, stamping and issue details).
- b) Door reports (options to include any combination of keying, stamping, lock and cylinder details), and the option of a unique keying matrix report to show the keying relationships.
- c) Matrix style reports (Keying Matrix and Key Signatory Authority Matrix) have been enhanced to print to PDF format so they may be emailed.
- d) Key & Door History Report for printing Key & Door History.
- e) Job Summary Report within job manufacturing to show a summary of the job.
- f) Hierarchy report for master-key system structure overview.
- g) Easy to read pinning charts.
- h) Easy to read key cutting charts.
- i) Signature authority forms, order forms, system details forms.
- j) Job confirmation reports where you can get your client to sign as confirmation.
- k) Systems without signatories report which shows systems that do not have signatories or have insufficient signatories.
- l) Adaptable to user defined security requirements.

3.4 Ancillary supplies: The following supplies must be ready-available and be delivered within two weeks from ordering:

- a) Corbin-Russwin locksets.
- b) Schlage locksets.
- c) Rim/Mortise locks.
- d) Deadbolts.
- e) Key-in-knob Cylinders.
- f) Blank Cylinders.
- g) Blank Keys.

- 3.5 Software Support (warranty and service) plan must include:
- a) Initial warranty must be a minimum of one year.
 - b) Software patches, updates and/or upgrades must be included for the length of the contract, including option periods.
 - c) Technical and Service Support availability between 8 a.m. and 5 p.m. weekly basis. A telephone number must be provided.
 - d) Backing up information (locally) and on-site software support when telephone coordination fails (i.e. in cases where re-installation of software is required)
- 3.6 Hardware Support (warranty and service) plan must include:
- a) Initial warranty must be a minimum of one year
 - b) Technical and Service Support availability between 8 a.m. and 5 p.m. weekly basis. A telephone number must be provided.
 - c) Replacement parts for the Keying kits.

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Solicitation No. - N° de l'invitation
BB107-180074/A
Client Ref. No. - N° de réf. du client
BB107-180074/A

Amd. No. - N° de la modif.
hh460
File No. - N° du dossier
hh460.BB107-180074

Buyer ID - Id de l'acheteur
hh460
CCC No./N° CCC - FMS No./N° VME

ANNEX "B" – PRICE LIST

Offerors MUST complete the following tables. If not, the offer will be considered non-compliant.

Line Item	Product	Model / Brand	Part Number	Quantity	Price (\$)
a	Key machine			1	\$
b	Key program software			1	\$
c	Keying kit			1	\$
d	On-site initial training package			1	\$
Sub-total Part 1 (Sum of line items a to d)					\$

Line Item	Estimated Quantity per year	Year 1	Year 2	Year 3	Year 4	Year 5	Option 1	Option 2	For Evaluation purposes only (Average of all years, incl. options years)
1	400	\$	\$	\$	\$	\$	\$	\$	\$
2	200	\$	\$	\$	\$	\$	\$	\$	\$
3	200	\$	\$	\$	\$	\$	\$	\$	\$
4	50	\$	\$	\$	\$	\$	\$	\$	\$
5	300	\$	\$	\$	\$	\$	\$	\$	\$
6	650	\$	\$	\$	\$	\$	\$	\$	\$
7	1300	\$	\$	\$	\$	\$	\$	\$	\$
8	1 day	\$	\$	\$	\$	\$	\$	\$	\$
9	8 hours	\$	\$	\$	\$	\$	\$	\$	\$
10	1	\$	\$	\$	\$	\$	\$	\$	\$
11	1	\$	\$	\$	\$	\$	\$	\$	\$

Delivery is to be made within 14 days of issuance of a call-up

Sub-total Part 2 (Sum of averages for line items 1 to 11)									\$
Evaluation Price = Sub-total Part 1 + Sub-total Part 2:									\$

Solicitation No. - N° de l'invitation
B8107-180074/A
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File No. - N° du dossier
hn460.B8107-180074

Buyer ID - Id de l'acheteur
hn460
CCC No./N° CCC - FMS No/ N° VME

ANNEX "D" - ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "E" – EVALUATION GRID

Criteria	Description	Page # where criteria is demonstrated in the bid
3.1 Key Machine Hardware Specifications: This key making machine must be manufacturer's standard product and must meet the following specifications:		
A	Be keyed into the same master key system which allows all products to be operated with just a single key;	
B	Keying possibilities must not be reduced by mechanical factors (Maximum adjacent cut specification);	
C	System must be able to create a minimum of 1 million useable KD codes under one master key system;	
D	Hardware is pickproof and bump proof;	
E	Hardware must be wear resistant;	
F	Controlled duplication of keys through an additional security measure;	
G	Be able to incorporate an electromechanical key system;	
3.2 Key Cuts must meet the following specifications:		
A	Keys must not be capable of being replicated without tools provided;	
B	Keys must be cut with combinations set at precise angles;	
C	Keys must be cut on a dedicated key machine;	
D	Keys must utilise a blocking system;	
E	Keys must be resistant to both dirt and freezing;	
F	Colour inserts must be possible or an equivalent colour coding system for the keys;	
G	Keys must be fully metal;	
H	Product must be durable and wear resistant;	
I	Key cuts must able to service the following with one machine or supply of high security cylinders:	
	i. Secured Briefcases;	
	ii. Corbin-Russ locksets;	
	iii. Schlage locksets;	
	iv. Rim/Mortise locks;	
	v. Deadbolts;	
	vi. Support interchangeable cores;	
vii. Key-in-knob cylinders;		

(End of page)

Criteria	Description	Page # where criteria is demonstrated in the bid
3.3 Key making machine Software Specification. Software must meet and or provide these functions:		
A	Compatible and included with the Key Machine. Key reports (options to include the combination of door, keying, stamping and issue details).	
B	Door reports (options to include any combination of keying, stamping, lock and cylinder details), and the option of a unique keying matrix report to show the keying relationships.	
C	Matrix style reports (Keying Matrix and Key Signatory Authority Matrix) have been enhanced to print to PDF format so they may be emailed.	
D	Key & Door History Report for printing Key & Door History.	
E	Job Summary Report within job manufacturing to show a summary of the job.	
F	Hierarchy report for master-key system structure overview.	
G	Easy to read pinning charts.	
H	Easy to read key cutting charts.	
I	Signature authority forms, order forms, system details forms.	
J	Job confirmation reports where you can get your client to sign as confirmation.	
K	Systems without signatories report which shows systems that do not have signatories or have insufficient signatories.	
L	Adaptable to user defined security requirements.	
3.5 Software Support (warranty and service) plan must include:		
A	Initial warranty must be a minimum of one year.	
B	Software patches, updates and/or upgrades must be included for the length of the contract, including option periods.	
C	Technical and Service Support availability between 8 a.m. and 5 p.m. weekly basis. A telephone number must be provided.	
d	Backing up information (locally) and on-site software support when telephone coordination fails (i.e. in cases where re-installation of software is required)	
3.6 Hardware Support (warranty and service) plan must include:		
A	Initial warranty must be a minimum of one year	
B	Technical and Service Support availability between 8 a.m. and 5 p.m. weekly basis. A telephone number must be provided.	
C	Replacement parts for the Keying kits.	