



**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

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Clothing and Textiles Division / Division des vêtements et
des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet RFI - Ethical Procurement	
Solicitation No. - N° de l'invitation E60PR-170002/A	Date 2017-11-24
Client Reference No. - N° de référence du client E60PR-170002	GETS Ref. No. - N° de réf. de SEAG PW-\$\$PR-760-73815
File No. - N° de dossier pr760.E60PR-170002	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-17	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Richard, Josette	Buyer Id - Id de l'acheteur pr760
Telephone No. - N° de téléphone (613) 462-4128 ()	FAX No. - N° de FAX (819) 956-5454
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
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

REQUEST FOR INFORMATION (RFI) ON ETHICAL PROCUREMENT

1. PURPOSE AND NATURE OF THE REQUEST FOR INFORMATION (RFI)

Public Services and Procurement Canada (PSPC) has developed eight (8) principles related to ethical manufacturing practices of apparel to which we would like bidders to certify compliance. We are requesting feedback from suppliers, industry associations, and other stakeholders of the apparel industry on this approach and its potential impacts. We would also like to understand current supplier practices in terms of ethical procurement. Questions can be found in *Annex A* of this RFI and the draft certification form constitutes *Annex B*.

The primary focus of this RFI is to receive input from the apparel industry and related stakeholders; however, PSPC also welcomes input from other industry sectors who have experience with ethical procurement of their products.

The objectives of this RFI are to:

- a. Gather information on suppliers' current obligations with respect to ethical procurement;
- b. Gather information on the potential impact to suppliers on the implementation of the proposed certification requirement; and
- c. Engage with stakeholders in the development and refinement of the proposed certification requirement.

2. BACKGROUND INFORMATION

The Government of Canada, through PSPC, has active contracts for the procurement of apparel totalling more than 640 million dollars. This apparel includes uniforms and work wear for the Canadian Forces, the Royal Canadian Mounted Police, Canada Border Services Agency, Parks Canada, Correctional Services Canada, and various other federal departments and agencies.

In recent years, many other countries, jurisdictions, and several provinces have adopted initiatives to support the ethical manufacturing and procurement of apparel. The federal government is concerned about ethically responsible practices in the manufacturing of apparel. As of April 1, 2014, information on the country of origin for apparel procured by PSPC on behalf of the Government of Canada for awarded contracts is published on Buyandsell.gc.ca for greater transparency to the Canadian public. PSPC has been researching and developing an appropriate approach for its apparel procurement practices.

3. IMPORTANT NOTES TO RESPONDENTS

Respondents may submit their responses to the PSPC Authority, identified below, preferably via email. The PSPC Authority for the RFI is:

Josette Richard

Supply Specialist
Public Services and Procurement Canada
Acquisitions Program
Commercial and Consumer Products Directorate
6A2, Portage III, 11 Laurier
Gatineau, Québec, K1A 0S5
Email: josette.richard@tpsgc-pwgsc.gc.ca
Phone: (613) 462-4128
Fax: (819) 956-5454

A point of contact for the Respondent should be included in the package.

Changes to this RFI may occur and will be advertised on the Government Electronic Tendering System. Canada asks Respondents to visit Buyandsell.gc.ca regularly to check for changes, if any.

4. TREATMENT OF RESPONSES

a. Use of Responses:

- i. Responses will not be formally evaluated. However, the responses received may be used by Canada to modify its strategy or any documents related to this RFI. Canada will review all responses received by the RFI closing date. The Government of Canada may, at its discretion, review responses received after the RFI closing date.
- ii. Canada reserves the right to hire any independent consultant, or use any Government resources, which it deems necessary to review any response.

b. Confidentiality:

- i. Respondents should mark any portions of their response that they consider proprietary and confidential. Respondents must show why the information is confidential. Canada will treat the information as confidential, to the extent permitted by the *Access to Information Act*, if Canada agrees with the confidential nature of the information.

c. Follow-up Activity:

- i. Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

5. OFFICIAL LANGUAGES

Responses to this RFI may be in either of the official languages of Canada.

6. ENQUIRIES

All enquiries and communications with Canada regarding this RFI must be directed to the PSPC Authority, preferably on or before the closing date of the RFI, by email at josette.richard@tpsgc-pwgsc.gc.ca.

7. ENGAGEMENT SESSIONS

As part of the engagement process, Canada may hold one-on-one confidential discussions. These sessions will be held in person or by teleconference at a time and location to be determined. In order to accommodate administration and scheduling, suppliers interested in arranging a one-on-one session are asked to confirm their interest by email at josette.richard@pwgsc-tpsgc.gc.ca no later than **January 17, 2018**.

8. CLOSING DATE FOR THE RFI

Responses to this RFI are to be submitted to the PSPC Authority identified above, on or before **January 17, 2018**.

ANNEX "A"

PART 1 – COMPANY PROFILE

Name of the company:

Address of the company:

Volume of business with Canada:

Number of employees:

PART 2 – QUESTIONS

In order to assist PSPC in its initiative, suppliers, industry associations and other stakeholders are being asked to respond to the following questions. If one or more questions do not apply to your situation, please indicate so.

1. If you have an ethical procurement policy or practices in place:

- a. Is it or are they compatible with the certification proposed in Annex B ("Certification")?
 - i. What are the main similarities and differences?
- b. Would you like to share lessons that you have learned through experience?
 - i. If so, please provide more information.
- c. If possible, please provide a copy of your policy.
- d. Does your policy/practices apply through your whole supply chain?

2. Are you required to meet one or more ethical requirements (e.g. norm, law, standard, policy)?

- a. If possible, please indicate whether it is an individual standard or an internationally recognized standard.
 - i. If it is an internationally recognized standard, which one is it?

- b. If those requirements are requested by your client(s), please share the names of said client(s) (responses to this question will be kept confidential).
- 3. As part of your business activities, do you require ethical certification from independent organizations?**
- a. If so, please provide more information, including the title of the certification.
- 4. Do you perform control exercises or are you the subject of control exercises (e.g. audits) concerning work conditions in one or more of your factories and/or work locations?**
- a. If so, please provide more information.
- 5. Would the need to certify that your company complies with the certification proposed by the Government of Canada have an impact on your business operations?**
- a. If so, please provide more information.
- 6. In your business operations, which aspects of the certification proposed by the Government of Canada would be:**
- a. The simplest to implement and why?
- b. The most difficult to implement and why?
- 7. To your knowledge, is there a law in place in a country where you do business that would prevent you from adopting certain aspects of the certification proposed by the Government of Canada in whole or in part?**
- a. If so, please provide more information.
- 8. Do you have any suggestions relating to the certification in its current format?**

Request for Information (RFI)
E60PR-170002/A
Client Ref. No. - N° de réf. du client
E60PR-170002

Amd. No. - N° de la modif.
File No. - N° du dossier
pr760.E60PR-170002

Buyer ID - Id de l'acheteur
pr760
CCC No./N° CCC - FMS No./N° VME

- 9. Canada would like to make public the information relating to the factories where the apparel that is acquired through its procurement process is made. What is your opinion in this regard?**

- 10. Have you previously mapped your supply chain? If so, please share how far in your supply chain you were able to map.**

- 11. Do you have any suggestions in regards to corrective measures to be applied by PSPC should a bidder or contractor be found in breach of the certification?**

- 12. Do you have further insights or observations you would like us to take into account?**

ANNEX “B”

DRAFT ETHICAL PROCUREMENT CERTIFICATION FORM

Ethical Procurement Certification

The Bidder and its first-tier subcontractors respect and abide to the following principles:

Ethical Considerations for Procurement of Apparel	
Child Labour	
1	The vendor, its suppliers and subcontractors do not employ child labour, i.e. work done by children who are younger than the legal minimum age established by applicable laws and regulations for the type (light, ordinary, and hazardous) of work they perform, in any of their facilities. Children have to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral or social development. Therefore, full-time employees of the vendor, its suppliers and their subcontractors can be no younger than the minimum age for admission to employment indicated in applicable legislation in the country, and no younger than the age at which compulsory schooling has been set in applicable legislation in the country. Employees younger than 18 shall not perform hazardous work, which includes work that may jeopardize their health, safety or morals.
Forced Labour	
2	The vendor, its suppliers and subcontractors do not use forced labour or compulsory labour in all its forms, including trafficking in persons for the purpose of forced or compulsory labour, namely any work or service that is exacted from any person under the menace of any penalty, and for which that person has not offered himself or herself voluntarily.
Abuse and Harassment	
3	The vendor, its suppliers and subcontractors treat their employees with dignity and respect. No employees shall be subject to any physical, sexual or verbal harassment, Abuse or violence or psychological hazards. Suppliers, retailers and their subcontractors do not use or tolerate any form of corporal punishment.
Discrimination	
4	The vendor, its suppliers and subcontractors do not discriminate against their employees in hiring practices or any other term or condition of work (other than legitimate occupational requirements allowed by law) on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability or conviction of any offence for which a pardon has been granted or in respect of which a record of suspension has been ordered.

Freedom of Association and Collective Bargaining	
5	The vendor, its suppliers and subcontractors shall recognize and respect the right of employees to freely associate, organize and bargain collectively with their employer. No employee or worker representative shall be subject to discrimination, harassment, intimidation or retaliation as a result of his or her efforts to freely associate, organize or bargain collectively.
Occupational Safety and Health	
6	The Bidder, its suppliers and their subcontractors provide workers with a safe and healthy work environment and, at minimum, comply with local and national health and safety laws. If residential facilities are provided to workers, they are safe and healthy.
Fair Wages	
7	The Bidder, its suppliers and their subcontractors provide wages and benefits which comply with all applicable laws and regulations and which match or exceed the local prevailing wages and benefits in the relevant industry or which constitute a living wage, whichever provides greater wages and benefits.
Hours of Work (industry)	
8	Except in extraordinary circumstances, the Bidder, its suppliers and their subcontractors' employees are not required to work more than the lesser of (a) 48 hours per week and 12 hours overtime per week, or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture.

It is the bidder's responsibility to ensure continuous compliance with the certification provided. The certification is subject to verification by Canada at any given time during the period of the contract. If the certification is found to be untrue Canada may declare a bid non-responsive or may declare a contractor in default, whether made knowingly or unknowingly during the bid evaluation period or during the contract period.

I, (name) _____, (position) _____,
of (company name) _____ certify
that our company and its first-tier subcontractors are compliant with the eight principles
noted above and that the information provided in this form is, to the best of my knowledge,
true and complete. Moreover, I am aware that any erroneous or missing information could
result in the cancellation of my bid as well as a determination of ineligibility/suspension.

Signature