



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

**Government of Canada Building
101 - 22nd Street East**

**Suite 110
Saskatoon
Saskatchewan
S7K 0E1
Tel: (306) 975-5207**

**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 Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatchewan
S7K 0E1

Title - Sujet Snowbirds Function Kits	
Solicitation No. - N° de l'invitation W2604-177113/A	Date 2018-02-16
Client Reference No. - N° de référence du client W2604-177113	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-201-5047
File No. - N° de dossier STN-7-40040 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-07	
Time Zone Fuseau horaire Central Standard Time CST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Marsland, Rina	Buyer Id - Id de l'acheteur stn201
Telephone No. - N° de téléphone (306)241-5742 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 15 WING SUPPLY CFB MOOSE JAW MOOSE JAW Saskatchewan S6H7Z8 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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W2604-177113/A
Client Ref. No. - N° de réf. du client
W2604-177113

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-7-40040

Buyer ID - Id de l'acheteur
stn201
CCC No./N° CCC - FMS No./N° VME

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This Standing Offer cannot be used for requirements in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

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

The Canadian Armed Forces Air Demonstration Team, of the Department of National Defence, The Snowbirds, has a requirement for the outfitting of the Snowbird Team at 431 Air Demonstration Squadron, in Moose Jaw, Saskatchewan, with clothing in accordance with the specifications detailed herein.

- a. Each member of the deployed team, approximately 50 personnel, will need to be outfitted with a pair of shoes, golf shirt, pants, shorts, jacket, and belt, henceforth called a function kit, as detailed below in the scope of requirement;
- b. Each technician on the deployed team, approximately 30 personnel, will need to be outfitted with hats, t-shirts, long sleeve, pants, rain gear and belt, henceforth called a work kit, as detailed below in the scope of requirement;
- c. Every Squadron member will receive a certain number of snowbirds t-shirts as detailed below, estimated annual quantity will be approx. 300; and
- d. Embroidery of certain clothing items will be carried out as per the instructions in Appendix A.

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stn201
CCC No./N° CCC - FMS No./N° VME

The term of the Regional Individual Standing Offer will be from date of issuance to December 31, 2018 with two (2) additional one (1) year option periods.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), 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](#) (2017-04-26), 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: 90 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 seven (7) 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 Saskatchewan.

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 (one (1) hard copy)

Section II: Financial Offer (one (1) hard copy)

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

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

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

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a. Must be able to provide all the items/services listed in Annex A – Requirement (by submitting a bid, the bidder is stating they can and are able to provide the items/services listed in Annex A – Requirement)

Compliance:

_____ YES _____ NO

- b. Must be able to provide pricing for all the items listed in Annex B – Basis of Payment

Compliance:

_____ YES _____ NO

- c. Pricing is to be provided for each line item as per the Basis of Payment tables below.
- d. GST is not to be included in pricing, and will be shown as a separate line item on any invoice.
- e. Estimated quantity is for evaluation purposes only and actual usage will vary.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection

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.

The lowest evaluated price will be determined with the following calculation

Year one evaluated total plus Year Two Evaluated Total plus Year Three Evaluated Total = X

X divided by three = Y

Y equals the average evaluated total which will be the evaluated price for the purpose of evaluation.

PART 5 – CERTIFICATIONS

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

PART 6 - 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) (<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](#) (2017-06-21), 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 "C" Standing Offer Usage Report. 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 fifteen (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 and providing services against the Standing Offer is from date of issuance to December 31, 2018 inclusive.

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 an additional two (2), one (1) year periods, from January 1, 2019 to December 31, 2019, and January 1, 2020 to December 31, 2020 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Rina Marsland
Procurement Specialist
Public Works and Government Services Canada
Procurement Branch – Western Region
101 22nd St E, Suite 110
Saskatoon, SK S7K 0E1

Telephone: 306-241-5742
Facsimile: 306-975-5397
E-mail address: rina.marsland@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

(Offeror to complete)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Identified Users

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

1. **15 Wing, Canadian Forces Base Moose Jaw, Moose Jaw, SK**

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 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 **\$ 5,000.00** (Applicable Taxes included).

6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$ to be determined** (*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 four (4) 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, Basis of Payment;
- g) the Offeror's offer dated _____

6.11 Certifications and Additional Information

6.11.1 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.

6.12 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 Saskatchewan.

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.

To be determined:

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.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2018 inclusive

6.3.2 Delivery Date

Delivery must be made within forty five (45) calendar days from receipt of a 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 Contract, the Contractor will be paid a firm price as specified in Annex B, for a cost of **\$ to be determined**. 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 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

6.4.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

-
- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. all such documents have been verified by Canada;
 - c. the Work delivered has been accepted by Canada.

6.4.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

6.4.5 Electronic Payment of Invoices – Call-up

To be determined

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

B7500C (2006-06-16), Excess Goods

ANNEX "A"

REQUIREMENT 431 AIR DEMONSTRATION SQUADRON CLOTHING

1. Introduction

The Canadian Armed Forces Air Demonstration Team, The Snowbirds, has a requirement for the outfitting of the Snowbird Team at 431 Air Demonstration Squadron with clothing in accordance with the specifications detailed herein.

2. Requirement

- a. Each member of the deployed team, approximately 50 personnel, will need to be outfitted with a pair of shoes, golf shirt, pants, shorts, jacket, and belt, henceforth called a function kit, as detailed below in the scope of requirement;
- b. Each technician on the deployed team, approximately 30 personnel, will need to be outfitted with hats, t-shirts, long sleeve, pants, rain gear and belt, henceforth called a work kit, as detailed below in the scope of requirement;
- c. Every Squadron member will receive a certain number of snowbirds t-shirts as detailed below, estimated annual quantity will be approx. 300; and
- d. Embroidery of certain clothing items will be carried out as per the instructions in Appendix A.

3. Scope of Requirement

- a. All members of the team shall be provided function kits as detailed below:
 - i. Hard Shell Jacket
 - Durable water repellant Lvl 3, 10,000-15,000mm outer face fabric finish
 - Windproof
 - Breathable
 - Light weight: 1 lbs or less
 - Male and female versions
 - Hip Length
 - Hand pockets with zippers
 - Pit zippers for ventilation
 - Black
 - Hood, with internal collar
 - Embroidered as indicated in Appendix A
 - ii. Blazer
 - Polyester
 - Breathable
 - Wrinkle-Resistant
 - Lightweight
 - Anti-shrink
 - Anti-static
 - Slim Fit
 - Single or double button
 - Long Sleeve
 - Welt Chest pocket

- Casual
- Navy Blue
- Embroidered as indicated in Appendix A

iii. Shoe

- Casual
- Lightweight
- Three-eyelet lacing
- High quality soft leather
- Shock absorbing sole
- Dark Brown

iv. Function Shirt

- Grandad collar shirt
- Short sleeve
- Breathable
- Lightweight
- Light Blue
- No pattern
- Welt Chest pocket
- Wrinkle-Resistant
- Quick Dry
- Embroidered as indicated in Appendix A

v. Pants

- Zip fly with button closure
- Slant front pockets
- Welt back pockets
- Stretch twill
- Lightweight
- Wrinkle-Resistant
- Straight Leg
- Quick Dry
- Beige

vi. Shorts (Golf Style)

- Zip fly with button closure
- Slant front pockets
- Welt back pockets
- Stretch twill
- Lightweight
- Wrinkle-Resistant
- Quick Dry
- Beige

vii. Belt

- 1 ½ to 2 inch wide
- Brushed Silver finish buckle
- Dark Brown leather
- Male and female version or unisex
- Sizes S-2XL

viii. Golf Shirt

- Quick Dry
- 100% polyester

- Stretchy knit
- Rolled-Forward Shoulder Seams
- Sweat Wicking
- Three-Button placket
- Slim Fit
- Ultralight
- Flexible
- Machine Wash
- Male and Female version
- Available in Crimson Red and Navy Blue
- Embroidered

b. All technicians shall be provided work kit as detailed:

i. Long Sleeve Shirt

- Long Sleeve
- Button up front
- Collar
- Wrinkle Resistant
- 2 Chest pockets with Flaps
- Navy Blue
- Twill 65% Poly/35% Cotton blend
- Sizes Sm-2XL
- Embroidered as indicated in Appendix A

ii. T- Shirt

- Short Sleeve
- Crewneck
- 100% Cotton
- Navy
- Preshrunk Jersey Knit
- Seamless double-needle collar
- Double needle sleeves and bottom hem

iii. Pants

- Navy
- All Season Cargo – Style safety pant with zip on/off leg covers
- 65% Poly/35% Cotton Blend
- Reflective material around leg
- Side Cargo pockets
- Elastic waist band inserts
- Sizes ranging from 28W – 42W and 30L – 34L

iv. Rain Jacket

- Black
- 100% Polyester Outer Shell
- 100% Polyester Lining
- Breathable/Waterproof Construction
- Detachable hood
- Sizes Sm - 2XL
- Bomber Style Jacket

v. Rain Pants

- Black
- 100% Polyester Outer Shell

- 100% Polyester Lining
- Breathable/Waterproof Construction
- Double layered knees
- Leg Zippers
- Elastic Waist
- Sizes Sm-2XL

vi. Belt

- Polyurethane coating or equivalent
- Square cut edges
- Square Brushed Silver Metal buckle
- Sizes Sm-2XL

vii. Hat

- Quick Dry
- Flex Fit
- Navy Blue
- Sizes Sm-XL
- Embroidered as indicated in Appendix A

c. All squadron members will receive a certain number of t-shirts as detailed:

i. Snowbird T-Shirts

- Color – Navy Blue
- Material – 60%-75% Cotton / 40%-25% Nylon
- Available Sizes – XS – XXL
- Male and Female available
- Embroidered as indicated in Appendix A

4. **Special Considerations**

- a. The vendor must ensure that there is no embroidery or print on the shirts/jackets so that it would block embroidery that will be done in Appendix A;
- b. A sizing chart or a sample sizing kit of the articles of clothing must be provided for the Snowbirds to have proper sizing of members completed before ordering;
- c. All clothing orders must be filled within 45 days of the supplier receiving the order;
- d. On request, the vendor may be required to fill an order of additional function kit during the year;
- e. Estimated quantities are provided for evaluation purposes only. Actual quantities may vary from these amounts;
- f. Exchanges will be accepted of unworn/unembroidered clothing and a turnaround time of 45 days is required;
- g. The clothing must be of a high quality;
- h. The clothing must be durable so that they last an Airshow Season (April-October). Normal wear and tear is acceptable but anything out of the ordinary must be replaced by the supplier (i.e. Clothing falling apart after minimal use);

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- i. Note that in the event that supplier specifications are not available, the team is prepared to use various reference materials in order to ascertain correct clothing descriptions;
- j. Enclosed is the Scale of Issue for the Snowbirds showing how many items each member receives; and
- k. Measurements for embroidery of clothing are approximations. These measurements can be changed slightly to accommodate a better embroider at the discretion of the offeror, in consultation with the client.

ANNEX "B"

BASIS OF PAYMENT

1. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Year One, Date of Issuance to December 31, 2018

Line Item	Description	Estimated Quantity	Unit Price	Extended Price
1.	Flying Kit			
a.	Snowbirds T'Shirts	479		
2.	Function Kit			
a.	Hard Shell Jacket	48		
b.	Blazer	48		
c.	Shoe	48		
d.	Function Shirt	48		
e.	Pants	48		
f.	Shorts	48		
g.	Belt	48		
h.	Golf Shirt	48		
3.	Work Kit			
a.	Long Sleeve Work Shirt	68		
b.	T-Shirt	170		
c.	Pants	68		
d.	Rain Jacket	34		
e.	Rain Pants	34		
f.	Belt	34		
g.	Ball Cap	100		
Evaluated Total				\$

Option Year One, January 1, 2019 to December 31, 2019

Line Item	Description	Estimated Quantity	Unit Price	Extended Price
1.	Flying Kit			
a.	Snowbirds T'Shirts	479		
2.	Function Kit			
a.	Hard Shell Jacket	48		
b.	Blazer	48		
c.	Shoe	48		
d.	Function Shirt	48		
e.	Pants	48		
f.	Shorts	48		
g.	Belt	48		
h.	Golf Shirt	48		
3.	Work Kit			
a.	Long Sleeve Work Shirt	68		
b.	T-Shirt	170		
c.	Pants	68		
d.	Rain Jacket	34		
e.	Rain Pants	34		
f.	Belt	34		
g.	Ball Cap	100		
Evaluated Total				\$

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Option Year Two, January 1, 2020 to December 31, 2020

Line Item	Description	Estimated Quantity	Unit Price	Extended Price
1.	Flying Kit			
a.	Snowbirds T'Shirts	479		
2.	Function Kit			
a.	Hard Shell Jacket	48		
b.	Blazer	48		
c.	Shoe	48		
d.	Function Shirt	48		
e.	Pants	48		
f.	Shorts	48		
g.	Belt	48		
h.	Golf Shirt	48		
3.	Work Kit			
a.	Long Sleeve Work Shirt	68		
b.	T-Shirt	170		
c.	Pants	68		
d.	Rain Jacket	34		
e.	Rain Pants	34		
f.	Belt	34		
g.	Ball Cap	100		
Evaluated Total				\$

APPENDIX A EMBROIDERY OF CLOTHING

1. Thread

- a. Colours of thread will be Pearl Grey; and
- b. Font will be Monotype Corsiva script as seen in Figure 6.

2. Embroidery Function Kit

a. Function Jackets

- 11 Jackets will have the Snowbirds Logo and their numbered position (1-11) positioned on the left chest, as seen in Figure 1. Measurements are 8 ½ cm x 5 cm. Remainder of Jackets will just have the Snowbirds Logo without the number.
- On all Jackets the Snowbird Patch will be in the top center of the back as seen in Figure 1. Measurements are 3 ½ cm x 4 ¼ cm.

b. Golf Shirt

- All Shirts will have one of the titles in Figure 7 positioned on the right chest. Font should be the same size for every shirt and the embroidery will not go outside of an area of 8 ½ cm x 5 cm.
- All shirts will have a Snowbirds Logo positioned on the left chest as seen in Figure 2. Measurements are 8 ½ cm x 5 cm.
- All shirts will have a Snowbird Patch positioned top center of back as seen in Figure 2. Measurement are 3 cm x 3 ½ cm.

c. Function Shirt

- All Shirts will have one of the titles in Figure 7 positioned on the right chest. Font should be the same size for every shirt and the embroidery will not go outside of an area of 8 ½ cm x 5 cm.
- All shirts will have a Snowbirds Logo positioned on the left chest above the pocket as seen in Figure 2. Measurements are 8 ½ cm x 5 cm.
- All shirts will have a Snowbird Patch positioned top center of back as seen in Figure 2. Measurement are 3 cm x 3 ½ cm.

d. Blazer

- All blazers will have a Snowbird Patch positioned 4 inches from the cuff/start of the sleeve. The patch will be on the side furthest from the body. See Figure 2 for example of embroidery. Measurement are 3 cm x 3 ½ cm.

3. Embroidery Work Kit

a. Long Sleeve Shirt

- All shirts will have rank, last name and abbreviated title on left chest as seen in Figure 3. Positions are as follows: CC, DCC, AVN, AVS, ACS, MSE OP, Sup Tech. Ranks are as follows: Avr, Cpl, MCpl and Sgt. Names will be provided at time of ordering.
- Snowbirds Logo will be on the right chest as seen in Figure 3.
- Snowbird Crest will be on the back center below the collar as seen in Figure 3.

b. Hat

- The Snowbirds Logo will centered on the front of the hat with dimensions - H 3 ½" x L 3" as seen in Figure 4.

4. Snowbird T-Shirt

a. T-Shirt

- The Speedbirds logo will be centered on the front of the shirt with dimensions - H ¾" x L 1 ¼" and one inch from the collar as seen in Figure 5.
- The Snowbirds Wordmark will be front left chest with dimensions - H 1" x L 3" as seen in Figure 5.

Figure 1
Function Jackets
-Snowbird Logo with Number

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-Snowbird Patch



Figure 2
Golf Shirt/Function Shirt/Blazer

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Golf/Function Shirt Embroidery



*Example only. Not to scale or correct shirt.

Snowbird Logo



Snowbird Patch



Figure 3

Long Sleeve Shirt
Right Chest



Left Chest



Center Top Back



Figure 4
Snowbird Hat

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Figure 5
Snowbird T-Shirt

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Figure 6 - Monotype Corsiva script

A B C D E F G H I J K L M N O P
Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u
v w x y z

1 2 3 4 5 6 7 8 9 0

Figure 7 – Titles for Shirts

Lead ACS Technician	Public Affairs Officer
Lead AVN Technician	1 Team Lead
Lead AVS Technician	2 Inner Right Wing
Supply Technician	3 Inner Left Wing
MSE Operator	4 First Line Astern
Deputy Crew Chief	5 Second Line Astern
Crew Chief	6 Outer Right Wing
AVN Technician	7 Outer Left Wing
AVS Technician	8 Lead Solo
ACS Technician	9 Opposing Solo
Commanding Officer	10 Coordinator
Squadron Chief	11 Coordinator

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**APPENDIX B
SCALE OF ISSUE**

See attached PDF

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ANNEX "C"
STANDING OFFER USAGE REPORT

Return to:

Rina Marsland
Public Works and Government Services Canada
Acquisition Branch
Facsimile: (306) 975-5397
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

Reporting Period:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

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ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS

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)