

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095

Request For a Standing Offer
Demande d'offre à commandes

National Individual Standing Offer (NISO)
Offre à commandes individuelle nationale (OCIN)

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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Recruitment Clothing	
Solicitation No. - N° de l'invitation W3827-18R3M3/A	Date 2018-05-15
Client Reference No. - N° de référence du client W3827-18R3M3	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-219-7533
File No. - N° de dossier TOR-8-41011 (219)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-08	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Nguyen, Michelle	Buyer Id - Id de l'acheteur tor219
Telephone No. - N° de téléphone (905)615-2078 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE See herein BORDEN Ontario L0M1C0 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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W3827-18R3M3

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-8-41011

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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 Statement of Requirement, the Basis of Payment, the Sizing Information Charts, the Plant Closing Dates, the Standing Offer Reporting Form, Additional Certificates and the Electronic Payment Instruments.

1.2 Summary

- 1.2.1** The Department of National Defence's (DND) Canadian Forces Recruiting Group (CFRG) has a requirement to establish a National Individual Standing Offer (NISO) for the supply and the delivery of off-the-shelf golf polos and 3-in-1/systems jackets which will also be customized on an as-and-when-requested basis.

(i) Period of the Standing Offer

The period of the Standing Offer will be from issuance of the Standing Offer to 31 May 2019 inclusive, with the option to extend the Standing Offer for two (2) additional periods of one (1) year each.

1.2.2 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.2.3 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

1.2.4 Epost Connect Service

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation for offer submission. Offerors must refer to Part 2 of the RFSO entitled Instructions to offerors for further information.

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: 90 days

The 2006 standard instructions is amended as follows:

- Section 5, entitled Submission of offers, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each offer, at RFSO closing date and time or upon request from the Standing Offer Authority, for example in the case of epost Connect service, be signed by the Offeror or by an authorized representative of the Offeror. If an offer is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its offer only to the specified Bid Receiving Unit of Public Works and Government Service Canada (PWGSC) in the RFSO or to the specified address in the RFSO."
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Offeror's name, return address and procurement business number, RFSO number, and RFSO closing date and time are clearly visible on the offer; and"
- Section 6, entitled Late offers, is deleted entirely and replaced with the following: "PWGSC will return offers delivered after the stipulated RFSO closing date and time, unless they qualify as a delayed offer as described in the section entitled Delayed offers. For offers submitted using means other than Canada Post Corporation's epost Connect service, the physical offer will be returned. For offers submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late offer will be deleted."
- Section 07, entitled Delayed offers, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity;"
- Section 8, entitled Transmission by facsimile, is deleted entirely and replaced with the following section:

"Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the RFSO, offers may be submitted by facsimile. The only acceptable facsimile number for responses to RFSOs issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the RFSO. The facsimile number for responses to RFSOs issued by PWGSC regional offices is identified in the RFSOs.

-
- b. For offers transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed offer including, but not limited to, the following:
- i. receipt of garbled or incomplete offer;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the offer;
 - v. failure of the Offeror to properly identify the offer;
 - vi. illegibility of an offer; or
 - vii. security of offer data.
- c. An Offer transmitted by facsimile constitutes the formal offer of the Offeror and must be submitted in accordance with the section entitled Submission of offers.
2. ePost Connect
- a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- b. To submit an offer using epost Connect service, the Offeror must either:
- i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Offeror is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Offeror to transmit its offer afterward at any time prior to the RFSO closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror to access the message within the conversation, and the Offeror can reply to the email notification by transmitting its offer.
- d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after RFSO closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Ontario Region (Toronto, Mississauga, Kingston, Petawawa) is: TPSGC.ORreceptiondessoumissions-ORbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca. The RFSO number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an offeror not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the RFSO in order to register for the epost Connect service.
- g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
- i. receipt of a garbled or incomplete offer;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the offer;
 - v. failure of the Offeror to properly identify the offer;
 - vi. illegibility of the offer;
 - vii. security of offer data; or
 - viii. inability to create an electronic conversation through the epost Connect service.

- h. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with the section entitled Submission of offers."

2.1.1 SACC Manual Clauses

SACC Manual Clause M0019T (2007-05-25), Firm Price and/or Rates

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 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

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 8 of the 2006 standard instructions and as amended in Part 2 - Offeror Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies)
Section II: Financial Offer (1 hard copies)
Section III: Certifications (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.

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 the 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 "G" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "G" 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

SACC Manual Clause [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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Supporting documents must be included to demonstrate compliance to the mandatory technical criteria. If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

- a) Bidder must meet all of the requirements described in Annex "A", Requirement; and
- b) Bidder must pass all the Mandatory evaluation criteria which are included below.

Failure to meet any of the following mandatory technical criteria at bid closing will render the bid non-responsive and it will be given no further consideration.

Item	Mandatory Requirement	Reference to Bidder's Proposal
1) Polo Golf Shirts	<p>Black golf polo shirts must be:</p> <ul style="list-style-type: none"> - Dry wicking materiel, moisture-wicking properties - Blended fabric of Pre-shrunk Cotton and Polyester <ul style="list-style-type: none"> o min 35% Pre-shrunk Cotton (with 65% Polyester) to a max of 65% cotton (with 35% Polyester) - Clothing weight of 200 (grams per square meter) gsm – 220 gsm - Piqué fabric - Machine-washable 	<p>PAGE(S) AND/OR SECTION</p> <p>NUMBER:</p> <p>_____</p>
2) 3-in-1 / Systems Jackets	<p>Black three season jacket (3-in1/systems) must be.</p> <ul style="list-style-type: none"> - Water resistant and wind resistant breathable outer shell <ul style="list-style-type: none"> o 100% Polyester or 100% Nylon o Matte finish - Removable black fleece inner jacket. <ul style="list-style-type: none"> o 100% polyester - Machine-washable 	<p>PAGE(S) AND/OR SECTION</p> <p>NUMBER:</p> <p>_____</p>

4.1.2 Financial Evaluation

Each offer received will be examined to determine that it meets the Mandatory Requirements as listed. Offers which fail to meet any of the Mandatory Requirements will be considered non-responsive. The offers which meet the Mandatory Requirements will proceed to Financial Evaluation.

Total Evaluated Bid Price will be calculated as follows;

- a) The firm unit price will be multiplied by the estimated usage to calculate an extended price per year for all sizes, items and option periods for all destinations.
- b) The sum of the Total estimated expenditure per year for all items and option periods for all destinations will be used as the Total Evaluation Price.
- c) It is mandatory that the Basis of Payment be completed in its entirety. Partially completed Basis of Payment will be considered non-responsive and be given no further consideration. All prices will be quoted as per units of issue stated in the solicitation document and are not to be altered in any way.
- d) The price of the offer will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

Up to one (1) Standing Offer may be awarded from this RFSO.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the 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.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the good(s) offered being treated as non-Canadian goods.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6.\(9\)](#), Example 2, of the Supply Manual.

5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

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

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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/programs/employment-equity/federal-contractor-program.html#s4) 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

1 Offer

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

2 Security Requirements

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

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.

3.1 General Conditions

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

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 "E". 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.

4 Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Standing Offer award to 31 May 2019 inclusive.

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, 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.

4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

4.4 Delivery Points

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

5 Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Michelle Nguyen
Title: Intern Officer
Organization: Public Works and Procurement Canada
Address: 33 City Centre Drive, Suite 480C
Mississauga, ON. L5B 2N5
Telephone: 905-615-2078
Facsimile: 905- 615-2060
E-mail address: Michelle.Nguyen@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.

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.

5.3 Offeror's Representative (*To be filled out by bidder*)

General communications/enquiries

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail address: _____

Delivery follow-up

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail address: _____

6 Identified Users

The identified User authorized to make call-ups against the Standing Offer is: DND's Canadian Forces Recruiting Group (CFRG).

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

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.

8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000 (Applicable Taxes included).

9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (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, Statement Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Sizing Information Charts;
- h) Annex D, Plant Closing Dates;
- i) the Offeror's offer dated _____ (*insert date of offer*),

10 Certifications and Additional Information

10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

11 Applicable Laws

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

1 Statement of Requirement

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

2 Standard Clauses and 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 at point of sale.

2.1 SACC Manual Clauses

SACC Manual clause B7500C (2006-06-16), Excess Goods

3 Term of Contract

3.1 Period of the Contract

The period of the Contract is from date of issuance to 31 May 2019 inclusive.

3.2 Delivery Date

Delivery must be made within 30 calendar days from receipt of a call-up against the Standing Offer.

4 Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Limitation of Price

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

4.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

4.4 SACC Manual Clauses

SACC Manual clause C2000C (2007-11-30), Taxes - Foreign-based Contractor

4.5 Electronic Payment of Invoices – Call-up

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)

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.

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 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

7 SACC Manual Clauses

SACC Manual clause D6010C 2007/11/30 Palletization

ANNEX "A"

STATEMENT OF REQUIREMENT

1. Requirement

The Department of National Defence's (DND) Canadian Forces Recruiting Group (CFRG) has a requirement to establish a National Individual Standing Offer (NISO) for the supply and the delivery of off-the-shelf golf polos and 3-in-1/systems jackets which will also be customized on an as-and-when-requested basis.

2. Background

CFRG utilizes Recruiters as primary promotional tools, which are located at six (6) Recruiting Centres, one (1) Headquarters, twenty-six (26) Detachments and satellite offices across Canada. A standing offer is required to ensure consistency and quality.

3. Objective

The objective of this SOW is to secure a direct access for the group to a supplier; better prices through consolidation; decrease in administrative costs; reductions in lead-time; and guarantees of product/service quality and standards using approved graphic designs/artwork provided by Canadian Forces Recruiting Group Headquarters (CFRG HQ).

4. Contractor Tasks:

The Contractor is required to perform the following tasks on an as-and-when requested basis:

- 1) Contractor must provide unisex Commercial "Off The Shelf" (COTS) black polo/golf shirts made of dry wicking material.
- 2) Contractor must provide unisex COTS black 3-in-1/systems jacket with wind resistant, rain resistant material and a removable black fleece liner.
- 3) Contractor must ensure that all care and wash labels are included on the clothing.
- 4) Contractor must provide full colour, quality embroidery of approved artwork and in both official languages as applicable
- 5) Contractor must only apply artwork provided by Canadian Forces Recruiting Group (CFRG) Headquarters (HQ).
- 6) Contractor must not modify in any way the artwork provided by CFRG HQ without approval from the contract or technical authority.
- 7) The Contractor will be responsible for obtaining all materials/artwork required in the manufacture of the item(s) specified. The delivery stated for the item(s) allows the necessary time to obtain such materials.
- 8) Contractor must ship completed product to originator of the call-up.
- 9) Visual inspection will be conducted by DND personnel when product received to confirm expected results. Any products not conforming to expected results will be replaced by the supplier, at no cost to Canada, within seven (7) calendar days.

10) Manufacturer's markings/advertisements must not appear on these items except on the inside label. Failure to comply with this article may result in rejection of goods upon inspection.

5. Clothing Specifications

The contractor must supply and deliver polo shirts and 3-in-1/systems jackets with custom embroidery accordance with the specifications below.

Item	Mandatory Requirement
1) Polo Golf Shirts	<p>The Contractor must be able to provide black golf polo shirts which must be:</p> <ul style="list-style-type: none"> - Dry wicking materiel, moisture-wicking properties - Blended fabric of Pre-shrunk Cotton and Polyester <ul style="list-style-type: none"> o min 35% Pre-shrunk Cotton (with 65% Polyester) to a max of 65% cotton (with 35% Polyester) o Clothing weight of 200 (grams per square meter) gsm – 220 gsm - Piqué fabric - Machine-washable
2) 3-in-1 / Systems Jackets	<p>The Contractor shall provide black three season jackets (3-in1/systems).</p> <ul style="list-style-type: none"> - Water resistant/wind resistant breathable outer shell <ul style="list-style-type: none"> o 100% Polyester or 100% Nylon o Matte finish - Removable black fleece inner jacket. <ul style="list-style-type: none"> o 100% polyester - Machine-washable

6. Embroidery Specifications

Custom embroideries are needed on the following goods, in the following quantities and given the reference artwork samples.

Item	Embroidery Requirements
1) Polo Shirt:	<ul style="list-style-type: none"> - Left Chest x1 Embroidery (reference Artwork 11.1) - Back/Below Collar x 1 Embroidery (reference Artwork 11.2) - Left arm x 1 Embroidery (English and French versions, font only)
2) 3-in-1 / Systems Jacket	<p><u>Outer Breathable Shell:</u></p> <ul style="list-style-type: none"> - Left Chest x 1 Embroidery (reference Artwork 11.1) - Back/Below Collar x 1 Embroidery (reference Artwork 11.2) - Left arm x 1 Embroidery (English and French versions, font only)
	<p><u>Inner Fleece Jacket:</u></p> <ul style="list-style-type: none"> - Left Chest x 1 Embroidery (reference Artwork 11.1) - Back/Below Collar x 1 Embroidery (reference Artwork 11.2) - Left arm x 1 Embroidery (English and French versions, font only)

7. Inspection Requirements

Centres and detachments to report immediately any degradation of product prior to warranty fulfillment to both supplier and CFRG HQ R4 (Contracting cell) Logistics.

7.1 Rejected Goods

If any goods are rejected and are sold to any resale, all markings and insignia must be removed before being turned over to the purchaser.

8. Delivery Date

Contractor must deliver the requirement within thirty 30 days from call-up submission and ensure the product is equal in all respects to the product qualified during Standing Offer negotiations.

9. Delivery Addresses

The Contractor will provide services to the following distribution locations:

- 9.1 Canadian Forces Recruiting Centre Prairies and the North
700 6th Ave SW
Calgary AB T2P 0T8
- 9.2 Canadian Forces Recruiting Centre Atlantic
6960 Mumford Rd, Suite 130
Halifax NS B3L 4P1
- 9.3 Canadian Forces Recruiting Centre Northern and Eastern Ontario
66 Slater Street
Ottawa ON K1A 0K2
- 9.4 Canadian Forces Recruiting Centre Southern Ontario
4900 Yonge St Suite 100
North York ON M2N 6A4
- 9.5 Canadian Forces Recruiting Centre Pacific
620 Royal Ave
New Westminster BC V3M 1J2
- 9.6 Canadian Forces Recruiting Centre Quebec
2960 Boul Laurier, Bureau 102
Québec QC G1V 4S1
- 9.7 Canadian Forces Recruiting Group Headquarters
PO Box 1000 Stn Main
Borden ON L0M 1C0

10. Visual Placement Sample

Sample Images of Potential Style

Black 3 in 1 System Jacket with Removable Fleece Liner/ Wind Breaker
With Grey Writing and Grey with Red White and Yellow HQ Badge



3 in 1 System Jacket with Removable Fleece Liner



Intent would be to repeat Wind Breaker embroidery on the Fleece as well.

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Dry Wick Golf Shirt Black
With Grey Writing and Grey with Red White and Yellow HQ Badge



11. Artwork

Emblems and Images are to be embroidered and located on front left chest of Jacket (fleece and windbreaker) and golf shirt.

11.1 Chest Embroidery



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11.2 Back/Below Collar Embroidery



ANNEX "B"

BASIS OF PAYMENT

Annex B includes the Estimated Quantities and Extended Price columns. Upon issuance of the Standing Offer, wording that is italicized will be deleted from Annex B. Estimated quantities are based on forecasted requirements by DND and do not represent the actual required amounts. The Estimated Quantity is for the sole purpose of establishing an evaluation tool, based only on a best estimate, and in no way reflects the actual quantity expected or any commitment on the part of Canada.

For the supply and delivery of off-the-shelf golf polos and 3-in-1/systems jackets which will also be customized on an as-and-when-requested basis, in compliance with the requirement, outlined in Annex "A" – Statement of Work:

The prices must be firm, in Canadian dollars, FOB destination, applicable customs and duties, DDP (delivery duty paid) to specified delivery locations below.

Firm Unit Price quoted must not include applicable taxes. Applicable taxes will be added as a separate line item to any invoices issued as a result of the contract.

Firm unit prices must also reflect the total price with completed embroidery on all garments.

The amount quoted must be in Canadian currency. The Contractor will be paid in all-inclusive firm unit price, Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) is extra, if applicable.

For F. DESTINATION – Canadian Forces Recruiting Centre Quebec, prices should be quoted with consideration that the left arm embroidery on the 3-in-1/systems jacket will be different from all other destinations.

"As and When Requested" Quantity - (Not Guaranteed)

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A. DESTINATION – Canadian Forces Recruiting Centre Prairies and the North 700 6th Ave SW, Calgary AB T2P 0T8

Description	U of I	Est. Annual Quantity	Year 1 Award date to _____		Optional Period 1 Award date to _____		Optional Period 2 Award date to _____	
			Firm Unit Price	Extended Price	Firm Unit Price	Extended Price	Firm Unit Price	Extended Price
		(A)	(B)	(A) X (B)	(C)	(A) X (C)	(D)	(A) X (D)
1. Black polo/golf shirts								
a	X Small	ea	6	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	27	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	49	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	33	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Black 3-in-1/Systems jacket with wind and water resistance								
a	X Small	ea	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	7	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	14	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	9	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total estimated expenditure per year				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total A: Year 1 + Optional Period 1 + Optional Period 2 = \$ _____

B. DESTINATION - Canadian Forces Recruiting Centre Atlantic - 6960 Mumford Rd, Suite 130, Halifax NS B3L 4P1

Description	U of I	Est. Annual Quantity	Year 1 Award date to _____		Optional Period 1 Award date to _____		Optional Period 2 Award date to _____	
			Firm Unit Price	Extended Price	Firm Unit Price	Extended Price	Firm Unit Price	Extended Price
		(A)	(B)	(A) X (B)	(C)	(A) X (C)	(D)	(A) X (D)
1. Black polo/golf shirts								
a	X Small	ea	4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	15	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	46	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	32	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Black 3-in-1/Systems jacket with wind and water resistance								
a	X Small	ea	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	7	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	14	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	9	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total estimated expenditure per year				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total B: Year 1 + Optional Period 1 + Optional Period 2 = \$ _____

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C. DESTINATION – Canadian Forces Recruiting Centre Northern and Eastern Ontario, 66 Slater Street, Ottawa ON K1A 0K2

Description	U of I	Est. Annual Quantity	Year 1 Award date to _____		Optional Period 1 Award date to _____		Optional Period 2 Award date to _____	
			Firm Unit Price	Extended Price	Firm Unit Price	Extended Price	Firm Unit Price	Extended Price
		(A)	(B)	(A) X (B)	(C)	(A) X (C)	(D)	(A) X (D)
1. Black polo/golf shirts								
a	X Small	ea	3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	8	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	39	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	37	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Black 3-in-1/Systems jacket with wind and water resistance								
a	X Small	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	9	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	9	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total estimated expenditure per year				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total C: Year 1 + Optional Period 1 + Optional Period 2 = \$ _____

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D. DESTINATION – Canadian Forces Recruiting Centre Southern Ontario, 4900 Yonge St Suite 100, North York ON M2N 6A

Description	U of I	Est. Annual Quantity	Year 1 Award date to _____		Optional Period 1 Award date to _____		Optional Period 2 Award date to _____	
			Firm Unit Price	Extended Price	Firm Unit Price	Extended Price	Firm Unit Price	Extended Price
		(A)	(B)	(A) X (B)	(C)	(A) X (C)	(D)	(A) X (D)
1. Black polo/golf shirts								
a	X Small	ea	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	69	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	52	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Black 3-in-1/Systems jacket with wind and water resistance								
a	X Small	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	15	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	11	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total estimated expenditure per year				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total D: Year 1 + Optional Period 1 + Optional Period 2 = \$ _____

E. DESTINATION – Canadian Forces Recruiting Centre Pacific, 620 Royal Ave, New Westminster BC V3M 1J2

	Description	U of I	Est. Annual Quantity	Year 1 Award date to _____		Optional Period 1 Award date to _____		Optional Period 2 Award date to _____	
				Firm Unit Price	Extended Price	Firm Unit Price	Extended Price	Firm Unit Price	Extended Price
			(A)	(B)	(A) X (B)	(C)	(A) X (C)	(D)	(A) X (D)
1. Black polo/golf shirts									
a	X Small	ea	3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	12	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	36	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	25	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Black 3-in-1/Systems jacket with wind and water resistance									
a	X Small	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	8	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	6	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total estimated expenditure per year				\$ _____		\$ _____		\$ _____	

Total E: Year 1 + Optional Period 1 + Optional Period 2 = \$ _____

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F. DESTINATION – Canadian Forces Recruiting Centre Quebec, 2960 Boul Laurier, Bureau 102, Québec QC G1V 4S1

Description	U of I	Est. Annual Quantity	Year 1 Award date to _____		Optional Period 1 Award date to _____		Optional Period 2 Award date to _____	
			Firm Unit Price	Extended Price	Firm Unit Price	Extended Price	Firm Unit Price	Extended Price
		(A)	(B)	(A) X (B)	(C)	(A) X (C)	(D)	(A) X (D)
1. Black polo/golf shirts								
a	X Small	ea		\$ _____		\$ _____		\$ _____
b	Small	ea		\$ _____		\$ _____		\$ _____
c	Medium	ea		\$ _____		\$ _____		\$ _____
d	Large	ea		\$ _____		\$ _____		\$ _____
e	X Large	ea		\$ _____		\$ _____		\$ _____
2. Black 3-in-1/Systems jacket with wind and water resistance								
a	X Small	ea		\$ _____		\$ _____		\$ _____
b	Small	ea		\$ _____		\$ _____		\$ _____
c	Medium	ea		\$ _____		\$ _____		\$ _____
d	Large	ea		\$ _____		\$ _____		\$ _____
e	X Large	ea		\$ _____		\$ _____		\$ _____
Total estimated expenditure per year			\$ _____		\$ _____		\$ _____	

Total F: Year 1 + Optional Period 1 + Optional Period 2 = \$ _____

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G. DESTINATION:- Canadian Forces Recruiting Group Headquarters, PO Box 1000 Stn Main, Borden ON L0M 1C0

Description	U of I	Est. Annual Quantity	Year 1 Award date to _____		Optional Period 1 Award date to _____		Optional Period 2 Award date to _____	
			Firm Unit Price	Extended Price	Firm Unit Price	Extended Price	Firm Unit Price	Extended Price
		(A)	(B)	(A) X (B)	(C)	(A) X (C)	(D)	(A) X (D)
1. Black polo/golf shirts								
a	X Small	ea	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	62	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	43	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Black 3-in-1/Systems jacket with wind and water resistance								
a	X Small	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Small	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Medium	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Large	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e	X Large	ea	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total estimated expenditure per year				\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total G: Year 1 + Optional Period 1 + Optional Period 2 = \$ _____

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Total Price for evaluation purpose by each destination is:

- A. \$ _____, plus
- B. \$ _____, plus
- C. \$ _____, plus
- D. \$ _____, plus
- E. \$ _____, plus
- F. \$ _____, plus
- G. \$ _____, plus

Equals \$ _____ (Total Evaluation Price for all destinations)

ANNEX "C"

SIZING INFORMATION CHARTS

The contractor is to supply the sizing information for the Commercial Off-the-Shelf products proposed to be use in fulfillment of the Standing Offer requirements. Sizing information will be used for non-evaluation purposes.

1. Polo Golf Shirts Unisex Sizing

Size	Chest (cm)	Waist (cm)	Length (cm)
X Small	_____	_____	_____
Small	_____	_____	_____
Medium	_____	_____	_____
Large	_____	_____	_____
X Large	_____	_____	_____

2. 3-in-1/Systems Jackets Sizing Unisex

Size	Chest (cm)	Waist (cm)	Length (cm)
X Small	_____	_____	_____
Small	_____	_____	_____
Medium	_____	_____	_____
Large	_____	_____	_____
X Large	_____	_____	_____

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ANNEX ``D``

PLANT CLOSING DATES

The Contractor's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

FY 2018-2019

Summer Holiday	FROM	_____	TO	_____
Christmas Holiday	FROM	_____	TO	_____

FY 2019-2020 (extension)

Summer Holiday	FROM	_____	TO	_____
Christmas Holiday	FROM	_____	TO	_____

FY 2020-2021 (extension)

Summer Holiday	FROM	_____	TO	_____
Christmas Holiday	FROM	_____	TO	_____

ANNEX "E"

STANDING OFFER REPORTING FORM

Please use the Standing Offer number in the Subject line and clearly indicate:

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

Standing Offer		(Insert Standing Offer #)		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Destination Requesting	Order Number	Item Description	Qty.	Date of Order (DD/MM/YYYY)	Date of Delivery (DD/MM/YYYY)	Value of Order (Not Including taxes)

—

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W3827-18R3M3/A
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ANNEX "F"

ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Section 1, Integrity Provisions – Offer, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - _____

Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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ANNEX "G"

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)