



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

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

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

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

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

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

Parliamentary Precinct Division/Acquisitions de la Cité
parlementaire
222 Queen Street / 222, rue Queen
Ottawa
Ontario
K1A 0S5

Title - Sujet Freestanding Tables	
Solicitation No. - N° de l'invitation EP803-183135/D	Date 2018-06-08
Client Reference No. - N° de référence du client EP803-183135	GETS Ref. No. - N° de réf. de SEAG PW-\$PPS-019-26861
File No. - N° de dossier 019pps.EP803-183135	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-20	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: Ian Arboelda	Buyer Id - Id de l'acheteur 019pps
Telephone No. - N° de téléphone (613)990-7280 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Annex A.	
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

Request for Standing Offers (RFSO)

TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION

- 1.1 INTRODUCTION
- 1.2 SUMMARY
- 1.3 SECURITY REQUIREMENTS
- 1.4 DEBRIEFINGS
- 1.5 CANADIAN CONTENT
- 1.6 OFFEROR'S CONFERENCE

PART 2 – OFFEROR INSTRUCTIONS

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF OFFERS
- 2.3 FORMER PUBLIC SERVANTS
- 2.4 ENQUIRIES – REQUEST FOR STANDING OFFERS
- 2.5 APPLICABLE LAWS
- 2.6 CONDITION OF MATERIAL – OFFER

PART 3 – OFFER PREPARATION INSTRUCTIONS

- 3.1 OFFER PREPARATION INSTRUCTIONS
- 3.2 OFFERING AS AN AUTHORIZED DEALER OR A MANUFACTURER
- 3.3 MANUFACTURER LETTERS AND MANUFACTURER'S SUGGESTED RETAIL PRICE (MSRP) LISTS
- 3.4 EXCHANGE RATE FLUCTUATION
- 3.5 ENVIRONMENTAL PERFORMANCE CONSIDERATIONS

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 EVALUATION PROCEDURES
- 4.2 BASIS OF SELECTION

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 CERTIFICATIONS REQUIRED WITH THE OFFER
- 5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION

PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

- 6.1 SECURITY REQUIREMENTS
- 6.2 FINANCIAL CAPABILITY
- 6.3 INSURANCE REQUIREMENTS

PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 7.1 OFFER
- 7.2 SECURITY REQUIREMENTS
- 7.3 STANDARD CLAUSES AND CONDITIONS
- 7.4 TERM OF STANDING OFFER
- 7.5 STANDING OFFER REPORTING
- 7.6 AUTHORITIES
- 7.7 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS
- 7.8 IDENTIFIED USERS

- 7.9 CALL-UP PROCEDURES
- 7.10 CALL-UP INSTRUMENT
- 7.11 LIMITATION OF CALL-UPS
- 7.12 PRIORITY OF DOCUMENTS
- 7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION
- 7.14 APPLICABLE LAWS
- 7.15 PRICE LISTS
- 7.16 PRICING
- 7.17 SUBSTITUTE PRODUCTS
- 7.18 ESTIMATES
- 7.19 STATUS OF AVAILABILITY OF RESOURCES – STANDING OFFER

B. RESULTING CONTRACT CLAUSES

- 7.1 REQUIREMENT
- 7.2 STANDARD CLAUSES AND CONDITIONS
- 7.3 TERM OF CONTRACT
- 7.4 PAYMENT
- 7.5 INVOICING INSTRUCTIONS
- 7.6 AUTHORITIES
- 7.7 INSURANCE REQUIREMENTS
- 7.8 EXCESS GOODS
- 7.9 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – DEFAULT BY THE CONTRACTOR
- 7.10 PROCUREMENT OMBUDSMAN

ANNEX "A" - STATEMENT OF REQUIREMENT
ATTACHMENT 1 TO ANNEX A - PRODUCT SPECIFICATION
ATTACHMENT 2 TO ANNEX A - PRODUCTS REQUIREMENTS LIST

ANNEX "B" - PRODUCTS AND PRICING LIST

ANNEX "C" - SECURITY REQUIREMENT CHECK LIST

ANNEX "D" - INSURANCE REQUIREMENTS

ANNEX "E" - STANDING OFFER PERIODIC USAGE REPORTING

ANNEX "F" - ENVIRONMENTAL PERFORMANCE CONSIDERATIONS

ANNEX "G" - MANUFACTURER AUTHORIZATION LETTERS

ATTACHMENT 1 TO PART 4 - FINANCIAL PRESENTATION SHEET
ATTACHMENT 2 TO PART 4 - OFFERED PRODUCTS LIST
ATTACHMENT 3 TO PART 4 - MANUFACTURER AUTHORIZATION LETTER INSTRUCTIONS
ATTACHMENT 1 TO PART 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, 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 Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 The RFSO covers two procurement streams:

- i. Aboriginal Suppliers wishing to submit an arrangement under the Procurement Strategy for Aboriginal Business (PSAB). For the purpose of the RFSO, this stream is titled "PSAB" or "PSAB Suppliers" or "PSAB stream".
- ii. Any Supplier and Aboriginal Supplier wishing to submit an arrangement not pursuant to the PSAB. For the purpose of the RFSO, this stream is titled "General" or "General Suppliers" or "General stream".

1.2.2 Parliamentary Precinct Acquisition Services Division (PPASD) of Public Services and Procurement Canada (PSPC), on behalf of its Parliamentary Partners (House of Commons, Senate and Library of Parliament) intends to establish multiple Standing Offers for the supply,

delivery and installation of Freestanding Tables as set out in the RFSO, on an as-and-when requested basis.

1.2.3 Offered Products may be from the same or different series and manufacturer, as indicated in Attachment 2 to Annex A – Product Requirements List. Additionally, Offerors are required to offer all Product-Related Services as listed below.

- i. Reconfiguration Services
- ii. Inventory and Assessment Services
- iii. Storage Services

1.2.4 The requirement will be delivered to and installed at various government-owned and leased accommodations in the National Capital Region occupied by the House of Commons, the Senate the Library of Parliament and/or the Parliamentary Protective Services, centred on Parliament Hill but including buildings off Parliament Hill.

1.2.5 The duration of the resulting Standing Offer(s) will be for an initial period of one (1) year with an irrevocable option to extend the Standing Offer(s) for up to an additional four (4) one-year periods in accordance with all terms and conditions detailed in the Request for Standing Offer (RFSO) document.

1.2.6 PSPC may issue up to 2 Standing Offers for each item listed in the Product Requirements List (Attachment 2 to Annex A), per stream (General and PSAB) to the Offeror(s) that comply with the requirements of the Request for Standing Offer and meet all mandatory technical and financial evaluation criteria.

The Basis of Selection will be based on highest combined rating between the Offeror's MSRP Discount, Basket of Product(s), Delivery, Installation and Product-Related Services per item. The top two (2) ranked responsive offers per item in each stream with the highest financial score will be recommended for issuance of a standing offer agreement.

1.2.7 Two streams of Standing Offers may be issued pursuant to this solicitation, as follows

a. General stream

General Offerors may submit multiple offers, however, each submitted offer:

- i. will be evaluated separately;
- ii. may be from the same or different series and manufacturer for offered product(s), unless otherwise stated in Attachment 2 to Annex A – Product Requirements List;
- iii. must supply, deliver and install the Offered Products; and
- iv. must provide the Product-Related Services.

b. PSAB stream

PSAB Offerors may submit multiple offers, however, each submitted offer must:

- i. will be evaluated separately;
- ii. may be from the same or different series and manufacturer for offered products, unless otherwise stated in Attachment 2 to Annex A – Product Requirements List;
- iii. must supply, deliver and install the Offered Products; and
- iv. must provide the Product-Related Services.

1.2.8 Trade Agreements

a. For the PSAB stream:

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

b. For the General stream:

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Chili Free Trade Agreement, the Canada-Columbia Free Trade Agreement and the Canada-Peru Free Trade Agreement.

- 1.2.9 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.10 The Comprehensive Land Claims Agreements (CLCA) are not applicable since the services will not be performed within CLCA areas.
- 1.2.11 The Crown retains the right to negotiate with suppliers on any procurement.
- 1.2.12 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.
- 1.2.13 The estimated annual business volume is \$600,000.00. This figure is an estimate only and shall not be a commitment on the part of Canada.
- 1.2.14 Our parliamentary clients, the House of Commons, the Senate, the Library of Parliament or the Parliamentary Protective Services may negotiate and establish follow-on contracts and/or arrangements with the successful Standing Offer holders as a result of this RFSO. The procurement of any follow-on contract(s) and/or arrangement(s) will be in accordance with the parliamentary client's Contracting policies and delegated authorities. PSPC will not be responsible for and will not take part in any negotiation and/or procurement activity.

1.3 Security Requirements

There are no security requirements associated with the issuance of the resulting Standing Offer. However, the resulting call-up(s) may be subject to security requirements and will be indicated in the call-up offer and the appropriate clauses incorporated into the resulting terms and conditions.

It is anticipated that the Contractor/Offeror must hold a valid organization security clearance and its personnel requiring access to secure work site(s) must, at all times during the performance of the call-up,

EACH hold a valid SITE ACCESS Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC). Offerors will be recommended to obtain all appropriate clearances upon issuance of a Standing Offer.

For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Services and Procurement Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 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.

1.5 Canadian Content - For the PSAB stream only

1.5.1 Bid solicitations valued at \$25,000.00 (applicable tax(es) included) or more during the period of the SO may be conditionally limited to Canadian goods as defined in clause A3050T, below. In order for PSAB offerors to accept a call-up during the period of the SO that satisfies the Canadian Content Definition, PSAB offerors must offer at least one model from products' series offered that satisfies the Canadian Content Definition.

1.5.2 Canadian Content Definition

- a) **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [North American Free Trade Agreement](#) (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada".(Consult [Annex 3.6](#) (9) of the *Supply Manual*.)
- b) **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
- c) **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
- aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or
 - item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
- d) **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
- e) **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).

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*.

- f) **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

1.6 Offeror's Conference

An offerors' conference will be held at 222 Queen Street, Ottawa, Ontario on Wednesday, June 27, 2018. The conference will begin at 1:30 p.m. EST, in Room 500 (5th Floor). The scope of the requirement outlined in the Request for Standing Offers (RFSO) will be reviewed during the conference and questions will be answered. It is recommended that Offerors who intend to submit an offer attend or send a representative.

Offerors are requested to communicate with the Standing Offer Authority before the conference to confirm attendance. Offerors should provide, in writing, to the standing Offer Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than 2:00 p.m. EST, June 22, 2018. There will be a maximum of 2 representatives for each Offeror. Representatives that did not confirm attendance will not be permitted to attend the conference.

Any clarifications or changes to the RFSO resulting from the Offerors' conference will be included as an amendment to the RFSO. Offerors who do not attend will not be precluded from submitting an offer.

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>) issued by Public Services and Procurement 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: two hundred forty (240) calendar 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 epost Connect

1. 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 may 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 Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.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."

2.2 Submission of Offers

Offers must be submitted only to Public Services and Procurement Canada (PSPC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PSPC will not be accepted.

2.3 Former Public Servant – Competitive - Offer

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) 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 may be answered to all offerors. Enquiries not submitted in a form that may be distributed to all offerors may not be answered by Canada.

2.5 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.

2.6 Condition of Material – Offer

Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the closing date of the Request for Standing Offer.

2.7 Equivalent Products

- 2.7.1 Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
- a. designates the brand name, model and/or part number of the substitute product;
 - b. states that the substitute product is fully interchangeable with the item specified;
 - c. provides complete specifications and descriptive literature for each substitute product;
 - d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
 - e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
- 2.7.2 Products offered as equivalent in form, fit, function and quality will not be considered if:
- a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
- 2.7.3 In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror may submit its offer electronically via epost Connect service or in hard copies.

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
Section IV: Additional Information

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 (2 hard copies and 2 soft copies on CD/DVD/USB)
Section II: Financial Offer (1 hard copy and 1 soft copy on CD/DVD/USB)
Section III: Certifications (1 hard copy and 1 soft copy on CD/DVD/USB)
Section IV: Additional information ((1 hard copy and 1 soft copy on CD/DVD/USB)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer. Section II to IV may be submitted in the same soft copy on CD, DVD or USB.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

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

The Offerors must submit their financial offer in accordance with Attachment 1 to Part 4 – Financial Presentation Sheet. The Offeror must submit percentage discounts based on manufacturer suggested retail pricing in Canadian dollars, DDP Incoterms 2000 excluding Applicable Taxes but including all other costs such as, but not limited to, fees of all sorts, customs duties and excise tax. These percentage discounts will apply for the entire period of the Standing Offer including option periods and will be used for the evaluation of the financial offer. However, Offerors may apply additional percentage discount(s) on offered products throughout the duration of the resulting Standing Offer agreement(s).

The Offeror must provide a percentage fee for delivery and for installation that will apply for the entire period of the Standing Offer including option periods and will be used for the evaluation of the financial offer and basis of selection.

For the product-related services, the Offeror is required to submit all-inclusive firm prices and/or rates that will apply for the entire period of the Standing Offer including option periods.

3.2 Offering as an Authorized Dealer or a Manufacturer

An Offeror may either be an Authorized Dealer or a Manufacturer.

Manufacturers are prohibited from offering equipment manufactured by other Manufacturers.

3.3 Manufacturer Letters and Manufacturer's Suggested Retail Price (MSRP) Lists

It is the Offeror's responsibility to obtain the co-operation of the highest ranking Distributor(s) and/or Manufacturer representative to ensure the Offeror submits the same product data on its authorization letters as other Offerors.

If the product data on authorization letters and/or the MSRP lists from a particular Manufacturer are not consistent from each of its dealers offers, the equipment discount percentages offered may not be evaluated fairly. For this reason PSPC may seek clarification directly from the Manufacturer, but is not obligated. If discrepancies in the letters and/or MSRP price lists exist, PSPC has the right to reject all or some of the Offeror submissions (specific to the Manufacturer/product in question) not meeting the requirements outlined above regardless if the Manufacturer has or has not been contacted for clarification.

Where a Distributor, and not a Manufacturer, has sole and exclusive rights to grant dealer authorizations, set pricing and to promote and supply Manufacturer's products, the Distributor may act on behalf of the Manufacturer to provide all the necessary RFSO dealer authorization letters and MSRP list.

3.4 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

Offerors must submit the following additional documents:

3.5 Environmental Performance Considerations

Canada is committed to protecting the environment by incorporating environmentally responsible principles and practices into its operations, and promoting environmental stewardship by integrating environmental performance considerations into the procurement process.

In accordance with this initiative, Offerors are asked to provide information regarding their environmentally preferable/"green" practices and green products and services they provide. This information will not be used in evaluation and is for information purposes only. However, completing and submitting the Environmental Performance Criteria questionnaire as part of your offer is a mandatory requirement. Future Request for Standing Offer's will include more stringent environmental criteria in accordance with the Government of Canada's Green Procurement Policy.

The Environmental Performance Considerations questionnaire is provided at Annex "F". Offerors must provide details and examples to demonstrate compliance for each described element.

If any of the above requested information is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

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 (MTC)

Responses to all mandatory technical criteria must be submitted with the offer no later than the closing date and time of the Request for Standing Offer.

Criteria No.	Mandatory Criteria Description	For PSPC Use Only	
		Compliance (Met/Not Met)	Bidder's Substantiation
MTC 1	The Offeror must clearly identify which of the following streams it is submitting an Offer for: General Stream; PSAB Stream; or General and PSAB Streams.		

<p>MTC 2</p>	<p>The Offeror must be a Manufacturer, authorized dealer or Distributor of product(s) being offered. To confirm, Manufacturer authorization letters must be provided to support each Manufacturer and product for which percentage discount(s) are supplied in the Offeror's Financial Presentation Sheet, Attachment 1 to Part 4.</p> <p>Refer to Attachment 3 to Part 4 – Manufacturer Authorization Letter Instructions for further instructions.</p> <p>If the Offeror is an authorized dealer, the Offeror must submit the following Authorization Letter:</p> <p>Template 1 – “MFGR authorizes Offeror”</p> <p>If the Offeror is an authorized dealer and the Manufacturer has designated absolute product authority to an exclusive Distributor to act on behalf of the Manufacturer, the Offeror must submit the following two (2) Authorization Letters: Template 2 - "Distributor authorizes Offeror" and; Template 3 - "Manufacturer authorizes Distributor";</p> <p>If the Offeror is a Manufacturer, they must submit the following Authorization Letter:</p> <p>Template 4 - "Offeror is the Manufacturer (MFGR)";</p> <p>The Manufacturer's letters must:</p> <p>a) Be original, under the letterhead of the Manufacturer, signed by the highest-ranking authorized representative available and should have the absolute authority to designate agents / Distributors. Facsimile versions will not be accepted. Scanned original authorization letters are acceptable;</p> <p>b) List the model and series name(s) of the product(s) being offered;</p> <p>c) The Manufacturer name indicated in [Box # 1] only, must match the Manufacturer name submitted in the Offeror Submission Table. If the Manufacturer name supplied in the Offeror Submission Table does not match the Manufacturer name in [Box # 1] of the applicable Manufacturer authorization letters, the offer for that Manufacturer will be considered non-compliant;</p> <p>d) Offerors are responsible for providing to the Manufacturers, Annex G - Manufacturer Authorization Letter Instructions, as well as the applicable authorization letter templates;</p> <p>e) The Manufacturer Authorization Letter templates must not be modified and must be used in their entirety to create</p>		
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	<p>the Manufacturer Authorization Letters supplied in your offer;</p> <p>f) An Offeror may not provide a percentage discount to a Manufacturer/equipment category that has not been validated by the Manufacturer on the authorization letter. An Offeror may choose not to provide a percentage discount for Manufacturer/equipment categories indicated on a Manufacturer authorization letter; and</p> <p>g) The Offeror is requested to organize their Manufacturer authorization letters alphabetically by manufacturer name, if applicable.</p>		
MTC 3	<p>The Offeror must be able to meet (provide or comply to, as applicable) all the requirements described in Annex "A" Statement of Requirement.</p>		
MTC 4	<p>The Offeror's proposed product(s) must be listed using Attachment 2 to Part 4 – Offered Products List.</p> <p>Offered Product(s) listed in Attachment 2 to Part 4 may be from the same or different series and manufacturer in accordance with the instructions in Attachment 2 to Annex A – Product Requirements List. For products with multiple sub-items, the Offeror must be able to offer all sub-items.</p> <p>The Offeror must provide all information required as follows for each offered product:</p> <p>Manufacturer Size Model Number Series Details- reference pages for MTC7 Standard Lead Times for Manufacturing, Delivery and Installation</p> <p>Attachment 2 to Part 4 must be submitted in Microsoft Excel format (.xlsx or .xls) on CD, DVD or USB. Any media submitted must be readable by the Standing Offer Authority.</p> <p>The types of Freestanding Tables described in the Product Requirements List, Attachment 2 to Annex A, shall not constitute a commitment on the part of Canada.</p>		
MTC 5	<p>The Offeror must confirm to provide the Offered Product(s) throughout the duration of the Standing Offer. Additionally, the Offeror must also confirm to provide the entire line of products of the Offered Product(s) throughout the duration of the Standing Offer.</p>		

	<p>The Offeror shall not add the entire line of product(s) to Attachment 1 to Part 4 – Financial Presentation Sheet and Attachment 2 to Part 4 – Offered Products List. The entire line of products of the Offered Product(s) shall be provided upon issuance of a Standing Offer.</p> <p>Note: The other configurations and variations of the Offered Product(s) and will not be part of the financial evaluation.</p>		
MTC 6	The Offeror must provide finish cards for each offered product.		
MTC 7	<p>The Offeror must provide a specification sheet for each offered product. The specification sheet must have, at the minimum, the following information:</p> <ul style="list-style-type: none"> • Product code • Product description • Size information • Image of the product <p>The Offeror is encouraged to submit marketing material, i.e. brochures of the product lines offered which include images and descriptions.</p>		
MTC 8	The Offeror must confirm compliance to the Standards, Certifications and Testing Requirements outlined in Attachment 1 to Annex A – Product Specifications.		
MTC 9	The Offeror must provide demonstration on how it meets the following Offeror and Offeror Personnel Qualifications as per section 18 of Annex A - Statement of Requirements:		
	1. The Offeror must have a minimum of one (1) year of experience in the supply, delivery and installation of the product(s) being offered.		
	2. The Offered product(s) manufacturer(s) must have a minimum of five (5) years' experience in the manufacturing of furniture, fixtures and equipment.		

	3. The Offeror must provide a named Account Representative and a named Site Supervisor. The individuals must not be the same person.		
	4. The Account Team must collectively have 10 years of experience, with the exception of the Site Supervisor, in specifying and selling all Offered Product(s), and coordinating installations with the types of components and manufacturers. The account representative, however, must be the point of contact and responsible for the Team.		
	5. The Offeror's Site Supervisor must have a minimum of 5 years' experience on the type(s) of product(s) being installed.		
	6. The installation company must be certified by the manufacturer to perform the appropriate installation and functioning of the product(s) before the delivery of product to final delivery site.		
MTC 10	The Offeror must complete and submit all other RFSO requirements as described in the following, by solicitation closing time and date: <ul style="list-style-type: none"> - Certifications and Additional Information (RFSO Part 5); - Insurance Requirements (RFSO Part 6); and - Signed Page 1 of the RFSO (cover page). 		

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria (MFC)

Responses to all mandatory financial criteria must be submitted with the offer no later than the closing date and time of the Request for Standing Offer.

Criteria No.	Mandatory Criteria Description	For PSPC Use Only	
		Compliance (Met/Not Met)	Bidder's Substantiation
MFC 1	The Offeror must complete and submit Attachment 1 to Part 4 – Financial Presentation Sheet with the current the pricing and rates for the product(s) and services being offered. Pricing for the Offered Product(s) listed in the Financial Presentation Sheet must be base grade finishes. The pricing (MSRP, MSRP Discount and Selling Price) listed in the Financial Presentation Sheet for the Offered Product(s) will be applied for the initial period of the Standing Offer. Attachment 1 to Part 4 must be submitted in Microsoft Excel format (.xlsx or .xls) on CD, DVD or USB. Any media submitted must be readable by the Standing Offer Authority.		

	<p>Each column must be completed for each product offered. Incomplete information or a blank response may render the offer non-responsive and will be given no further consideration. Information that do not apply to the product being offered has been shaded and labeled as "N/A". For a zero response, indicate a "0" or "zero".</p>		
MFC 2	<p>The Offeror must provide in their financial offer, a discount percentage for each proposed product for the duration of the Standing Offer. For the other product configurations and variations identified in MTC 5, the MSRP percentage discount(s) must be the same as those identified in the Financial Presentation Sheet for the Offered Product.</p> <p>The discount percentage or MSRP discount will be applicable throughout the duration of the Standing Offer, initial and options period included.</p> <p>Offerors must supply all Manufacturer discount percentage offered in an electronic format using Table 1 in Attachment 1 to Part 4 – Financial Presentation Sheet available as an Excel spreadsheet. All Manufacturer/ product discounts submitted may be supplied in one Excel spreadsheet.</p> <p>If submitting hard copies, it is requested that table be printed landscape and/or have its font size or overall scale reduced in order to display all columns of the spreadsheet. It may be printed on paper format larger than 8.5 x 11 inch.</p> <p>Discount percentages must be based on a Manufacturer's Suggested Retail Price (MSRP) list supplied by the Manufacturer, authorized dealer or Distributor.</p> <p>An Offeror may not provide a percentage discount for a Manufacturer/equipment category that has not been indicated by the Manufacturer on the Manufacturer's authorization letter. An Offeror may, however, choose not to provide a percentage discount for a manufacturer/ product(s) indicated on a Manufacturer authorization letter.</p> <p>The required input fields in Attachment 1 to Part 4 – Financial Presentation Sheet spreadsheet are as follows:</p> <ul style="list-style-type: none"> - Manufacturer - Size - Model Number - Series - Details - Manufacturer's Suggested Retail Price (Price List) - Manufacturer's Suggested Retail Price discount - Selling Price (Discounted Pricing) <p>Notes:</p>		

	1) Price must be based on base grade finishes.		
MFC 3	<p>Offerors must base their percentage discounts off the same Common Canadian Manufacturer's Suggested Retail Price List (MSRP) as provided directly by the Manufacturer to all suppliers, at time of solicitation closing.</p> <p><i>*Note to Offerors:</i> Any Offeror who fails to provide the most recent Common Canadian Manufacturer's Suggested Retail Price List (MSRP) at date of bid closing or provides inconsistent pricing from that of what the manufacturer has provided the majority of its distributors, will be deemed non-compliant, removed from the process and will not be considered any further for that specific manufacturer.</p>		
MFC 4	<p>The Offeror must include with their offer a firm percentage fee for delivery and a firm percentage fee for installation for all proposed products/items. The firm percentage fees will be applied throughout the duration of the Standing Offer.</p> <p>The Offeror must provide the firm percentage fees in Table 2 of Attachment 1 to Part 4 – Financial Presentation Sheet.</p> <p>Offeror may not have multiple percentage fees for delivery and/or installation.</p>		
MFC 5	<p>The Offeror must include with their offer firm all-inclusive rates for each Standing Offer Period for the Product-Related Services. These rates will be applied throughout the duration of the Standing Offer.</p> <p>Firm All-inclusive Per Diem Rate for:</p> <ul style="list-style-type: none"> - Reconfiguration Services; and - Inventory and Assessment Services. <p>Firm All-inclusive Rate Per Cubic Meter for</p> <ul style="list-style-type: none"> - Storage Services. <p>The Offeror must provide the rates in Table 3 to 5 of Attachment 1 to Part 4 – Financial Presentation Sheet.</p>		

4.1.2.2 Evaluation of Price - Offer

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 An offer must comply with the requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive. The top 2 responsive offers per item on each stream (General and PSAB) with the highest total financial score will be recommended for issuance of a Standing Offer agreement.

- 4.2.2 The type of Freestanding Tables described in the Product Requirements List, Attachment 2 to Annex A, shall not constitute a commitment on the part of Canada.
- 4.2.3 All responsive offers will be ranked according to their combined rating between the MSRP Discount Score (40%), Basket of Product(s) Score (25%), Delivery Score (10%), Installation Score (10%), Reconfiguration Services Score (5%), Inventory Services Score (5%), and Storage Services Score (5%), on an item-by-item basis (for each product listed in Attachment 1 to Part 4).
- 4.2.4 All scores are prorated with all other Offers.

4.2.5 The following formulas and calculations will be used to determine the basis of selection:

4.2.5 The following formulas and calculations will be used to determine the basis of selection:

$$\frac{\text{Offeror's MSRP Discount}}{\text{Highest MSRP Discount}} \times 100 \times 40\% = \text{Offeror's MSRP Discount Score}$$

4.2.5.2 Should there be sub-items, where 1 item is composed of multiple sub-items (e.g. 1a, 1b,...), the average of all the sub-items' MSRP Discount will be taken and used as the Offeror's MSRP Percentage Discount (as per 4.2.5.1 above). Below formula will be used in the calculation:

$$\frac{\text{Sum of All Sub-Items' MSRP Discounts}}{\text{Total number of sub-items}} = \text{Offeror's MSRP Discount (with sub-items)}$$

4.2.5.3 The Delivery and Installation scores will be based on the percentage fees for delivery and installation, prorated against the other Offers, to provide the weighted scoring applied towards the total financial score. The individual delivery and installation percentage fees for normal working hours will be used for evaluation purposes.

4.2.5.4 The Delivery Score will be calculated using below formula:

$$\frac{\text{Highest Delivery Percentage Fee} - \text{Offeror's Delivery Percentage Fee}}{\text{Highest Delivery Percentage Fee}} \times 100 \times 10\% = \text{Delivery Score}$$

4.2.5.5 The Installation Score will be calculated using below formula:

$$\frac{\text{Highest Installation Percentage Fee} - \text{Offeror's Installation Percentage Fee}}{\text{Highest Installation Percentage Fee}} \times 100 \times 10\% = \text{Installation Score}$$

4.2.5.6 The Product-Related Services scores (Reconfiguration Services, Inventory Services and Storage Services) will be based on the firm all-inclusive rates provided in Attachment 1 to Part 4 – Financial Presentation Sheet. The figures used in the evaluation are as follows: Reconfiguration Services and Inventory and Assessment rates were based on Normal Working Hours, Firm All-Inclusive Hourly Rates, with the level of effort at 1 hour; and the Storage Services rates will be based on the weekly and monthly rate per cubic meter, with the level of effort of 1. The Total Prices for each of the Product-Related Services will be derived from Table 6 of Attachment 1 to Part 4. The Product-Related Services Scores will be calculated using below formulas:

4.2.5.6.1 For the Reconfiguration Services Score,

Lowest Reconfiguration Services Total Price X 100 X 5% = Reconfiguration Services
 Offeror's Reconfiguration Services Total Price Score

4.2.5.6.2 For the Inventory Services Score,

Lowest Inventory Services Total Price X 100 X 5% = Inventory Services
 Offeror's Inventory Services Total Price Score

4.2.5.6.3 For the Storage Services Score,

Lowest Storage Services Total Price X 100 X 5% = Storage Services Score
 Offeror's Reconfiguration Services Total Price Score

4.2.5.7 Table 7 in Attachment 1 to Part 4 – Financial Presentation Sheet will be used to determine the Basket of Product(s) Pricing Score for evaluation purposes, which includes the type and quantity of goods. The product pricing must reflect the MSRP discounts. Each Offered Product will be evaluated individually. In most cases, the Basket of Product(s) will consist of 1 item and the Total Basket of Product(s) Price will be the that item's price. However, there are products with multiple sub-items. The Total Basket of Product(s) Price for those will be the sum of all prices for all the sub-items.

The Basket of Product(s) Pricing Score will be calculated using below formula:

Lowest Total Basket of Product(s) Price X 100 X 25% = Basket of Product(s) Pricing Score (for
 Offeror's Total Basket of Product(s) Price Offeror's Total Financial Score)

4.2.5.8 The sum of the MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores (Reconfiguration Services Score + Inventory Services Score + Storage Services Score) and Basket of Product(s) Score per item per stream will determine the Offeror's Total Financial Score. The top 2 ranked responsive offers with the highest Total Financial Score per item per stream will be recommended for issuance of Standing Offer agreement. The following formula will be used to calculate the Offeror's Total Financial Score:

MSRP Discount Score
 +
 Delivery Score
 +
 Installation Score
 +
 Product-Related Services Scores
 +
 Basket of Product(s) Pricing Score

 = Total Financial Score

4.2.6 If an Offeror is recommended for issuance of a Standing Offer agreement for both streams, General and PSAB, and/or multiple items, a single Standing Offer agreement may be issued.

- 4.2.7 A standing offer will be issued to the top 2 Offerors per item with the highest total financial score for each stream, General and PSAB. In an event of a tie at the first or second highest total financial score, a standing offer will be issued to all Offerors.
- 4.2.8 All figures used in the evaluation will be rounded up to 2 decimal places.
- 4.2.9 Below are possible scenarios and examples of the basis of selection process including calculations for the Average MSRP Discounts, MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores and Basket of Product(s) Pricing Score, which will determine the Offeror's Total Financial Score.

Scenario 1 – Two or Less General Offeror and/or Two or less PSAB Offeror

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. If there are two or less responsive Offerors per item on each stream, the responsive Offerors will be recommended for issuance of Standing Offer agreement.

Scenario 2 – Three or more General Offerors and/or Three or more PSAB Offerors

All Offers must meet all mandatory technical and financial evaluation criteria to be responsive. The responsive offer(s) for each item on each stream will be ranked based on their Total Financial Scores.

The following examples will show how the Average MSRP Discounts, Overall MSRP Discount, MSRP Discount Score, Delivery Score, Installation Score, Product-Related Scores and Basket of Product(s) Pricing Score are calculated on each Offered product to determine the Offeror's Total Financial Score.

Table 1a – MSRP Discount for Offered Product(s)

Product	Offeror	Total Number of Items (Product Components)	Stream	Offered Product(s) MSRP Discount(s)	Calculation	Average MSRP Discount for Offered Product
Four Door Credenza	A	1	General	70%	$\frac{(70)}{1}$	70%
Four Door Credenza	ABC	1	General	75%	$\frac{(75)}{1}$	75%
Four Door Credenza	WXY	1	General	80%	$\frac{(75)}{1}$	75%
Medium Meeting Room Table	B	2	General	65%, 68%	$\frac{(65 + 68)}{2}$	66.50%
Medium Meeting Room Table	MNM	2	General	60%, 70%	$\frac{(60 + 70)}{2}$	65%
Medium Meeting Room Table	C	2	General	70%, 70%	$\frac{(70 + 70)}{2}$	70%
Training Table	PST	1	General	80%	$\frac{(80)}{1}$	80%
Wall-Hung Two Door Credenza	ISC1	5	PSAB	80%, 75%, 75%, 70%, 70%	$\frac{(80 + 75 + 75 + 70 + 70)}{5}$	74%
Wall-Hung Two Door Credenza	AAA	5	PSAB	70%, 70%, 75%, 80%, 70%	$\frac{(70 + 70 + 75 + 80 + 70)}{5}$	73%
Wall-Hung Two Door Credenza	D	5	PSAB	75%, 75%, 75%, 75%, 75%	$\frac{(75 + 75 + 75 + 75 + 75)}{5}$	75%

Note: The Total Number of Items (Product Components) will be based on the number of items, including sub-items as identified in the Financial Presentation Sheet, Attachment 1 to Part 4.

Table 1b – MSRP Discount Score

Product	Offeror	Stream	Calculation	MSRP Discount Score (A)
Four Door Credenza	A	General	$[(70 / 75) \times 100] \times 40\%$	37.33 points
Four Door Credenza	ABC	General	$[(75 / 75) \times 100] \times 40\%$	40.00 points
Four Door Credenza	WXY	General	$[(75 / 75) \times 100] \times 40\%$	40.00 points
Medium Meeting Room Table	B	General	$[(66.50 / 70) \times 100] \times 40\%$	38.00 points
Medium Meeting Room Table	MNM	General	$[(65 / 70) \times 100] \times 40\%$	37.14 points
Medium Meeting Room Table	C	General	$[(70 / 70) \times 100] \times 40\%$	40.00 points
Training Table	PST	General	$[(80 / 80) \times 100] \times 40\%$	40.00 points
Wall-Hung Two Door Credenza	ISC1	PSAB	$[(74 / 75) \times 100] \times 40\%$	39.47 points
Wall-Hung Two Door Credenza	AAA	PSAB	$[(73 / 75) \times 100] \times 40\%$	38.00 points
Wall-Hung Two Door Credenza	D	PSAB	$[(75 / 75) \times 100] \times 40\%$	40.00 points

Table 2 – Basket of Product(s), Delivery and Installation based on Offeror's Financial Presentation Sheet

Product	Offeror	Stream	Basket of Product(s) Total Price	Delivery Percentage Fee	Installation Percentage Fee
Four Door Credenza	A	General	\$70,000.00	3%	4%
Four Door Credenza	ABC	General	\$75,000.00	1%	2%
Four Door Credenza	WXY	General	\$73,000.00	5%	3%
Medium Meeting Room Table	B	General	\$85,000.00	5%	6%
Medium Meeting Room Table	MNM	General	\$70,000.00	7%	4%
Medium Meeting Room Table	C	General	\$100,000.00	2%	2.5%
Training Table	PST	General	\$69,000.00	4%	7%
Wall-Hung Two Door Credenza	ISC1	PSAB	\$90,000.00	0%	5%
Wall-Hung Two Door Credenza	AAA	PSAB	\$85,000.00	3%	0%
Wall-Hung Two Door Credenza	D	PSAB	\$85,000.00	2%	1%

Note: The Delivery Fee will be the average of the 2 delivery fees identified in Offeror's completed Financial Presentation Sheet.

Table 3 – Delivery Score

Product	Offeror	Stream	Calculation	Delivery Score (B)
Four Door Credenza	A	General	$[(5-3) / 5] \times 100] \times 10\%$	4.00 points
Four Door Credenza	ABC	General	$[(5-1) / 5] \times 100] \times 10\%$	8.00 points
Four Door Credenza	WXY	General	$[(5-5) / 5] \times 100] \times 10\%$	0.00 points
Medium Meeting Room Table	B	General	$[(7-5) / 7] \times 100] \times 10\%$	2.86 points
Medium Meeting Room Table	MNM	General	$[(7-7) / 7] \times 100] \times 10\%$	0.00 points
Medium Meeting Room Table	C	General	$[(7-2) / 7] \times 100] \times 10\%$	7.14 points
Training Table	PST	General	$[(4-4) / 4] \times 100] \times 10\%$	0.00 points
Wall-Hung Two Door Credenza	ISC1	PSAB	$[(3-0) / 3] \times 100] \times 10\%$	10.00 points
Wall-Hung Two Door Credenza	AAA	PSAB	$[(3-3) / 3] \times 100] \times 10\%$	0.00 points
Wall-Hung Two Door Credenza	D	PSAB	$[(3-2) / 3] \times 100] \times 10\%$	3.33 points

Table 4 – Installation Score

Product	Offeror	Stream	Calculation	Installation Score (C)
Four Door Credenza	A	General	$[(4-4) / 4] \times 100] \times 10\%$	0.00 points
Four Door Credenza	ABC	General	$[(4-2) / 4] \times 100] \times 10\%$	5.00 points
Four Door Credenza	WXY	General	$[(4-3) / 4] \times 100] \times 10\%$	2.50 points
Medium Meeting Room Table	B	General	$[(6-6) / 6] \times 100] \times 10\%$	0.00 points
Medium Meeting Room Table	MNM	General	$[(6-4) / 6] \times 100] \times 10\%$	3.33 points
Medium Meeting Room Table	C	General	$[(6-2.5) / 6] \times 100] \times 10\%$	5.83 points
Training Table	PST	General	$[(7-7) / 7] \times 100] \times 10\%$	0.00 points
Wall-Hung Two Door Credenza	ISC1	PSAB	$[(5-5) / 5] \times 100] \times 10\%$	0.00 points
Wall-Hung Two Door Credenza	AAA	PSAB	$[(5-0) / 5] \times 100] \times 10\%$	10.00 points
Wall-Hung Two Door Credenza	D	PSAB	$[(5-1) / 5] \times 100] \times 10\%$	8.00 points

Table 5a – Reconfiguration Services Score

Product	Offeror	Stream	Calculation	Reconfiguration
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Solicitation No. - N° de l'invitation
 EP803-183135/D
 Client Ref. No. - N° de réf. du client
 EP803-183135

Amd. No. - N° de la modif.
 File No. - N° du dossier
 012pps.EP803-183135

Buyer ID - Id de l'acheteur
 012pps
 CCC No./N° CCC - FMS No./N° VME

				Services Score (D)
Four Door Credenza	A	General	$[(\$80.00 / \$150.00) \times 100] \times 5\%$	2.67 points
Four Door Credenza	ABC	General	$[(\$80.00 / \$85.00) \times 100] \times 5\%$	4.71 points
Four Door Credenza	WXY	General	$[(\$80.00 / \$90.00) \times 100] \times 5\%$	4.44 points
Medium Meeting Room Table	B	General	$[(\$80.00 / \$100.00) \times 100] \times 5\%$	4.00 points
Medium Meeting Room Table	MNM	General	$[(\$80.00 / \$80.00) \times 100] \times 5\%$	5.00 points
Medium Meeting Room Table	C	General	$[(\$80.00 / \$80.00) \times 100] \times 5\%$	5.00 points
Training Table	PST	General	$[(\$65.00 / \$70.00) \times 100] \times 5\%$	4.64 points
Wall-Hung Two Door Credenza	ISC1	PSAB	$[(\$65.00 / \$65.00) \times 100] \times 5\%$	5.00 points
Wall-Hung Two Door Credenza	AAA	PSAB	$[(\$65.00 / \$100.00) \times 100] \times 5\%$	3.25 points
Wall-Hung Two Door Credenza	D	PSAB	$[(\$65.00 / \$150.00) \times 100] \times 5\%$	2.17 points

Table 5b – Inventory Services Score

Product	Offeror	Stream	Calculation	Inventory Services Score (E)
Four Door Credenza	A	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
Four Door Credenza	ABC	General	$[(\$15.00 / \$25.00) \times 100] \times 5\%$	3.00 points
Four Door Credenza	WXY	General	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
Medium Meeting Room Table	B	General	$[(\$15.00 / \$19.00) \times 100] \times 5\%$	3.95 points
Medium Meeting Room Table	MNM	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
Medium Meeting Room Table	C	General	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
Training Table	PST	General	$[(\$15.00 / \$18.00) \times 100] \times 5\%$	4.17 points
Wall-Hung Two Door Credenza	ISC1	PSAB	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points
Wall-Hung Two Door Credenza	AAA	PSAB	$[(\$15.00 / \$15.00) \times 100] \times 5\%$	5.00 points
Wall-Hung Two Door Credenza	D	PSAB	$[(\$15.00 / \$20.00) \times 100] \times 5\%$	3.75 points

Table 5c – Storage Services Score

Product	Offeror	Stream	Calculation	Storage Services Score (F)
Four Door Credenza	A	General	$[(\$30.00 / \$50.00) \times 100] \times 5\%$	3.00 points
Four Door Credenza	ABC	General	$[(\$30.00 / \$60.00) \times 100] \times 5\%$	2.50 points
Four Door Credenza	WXY	General	$[(\$30.00 / \$45.00) \times 100] \times 5\%$	3.33 points
Medium Meeting Room Table	B	General	$[(\$30.00 / \$50.00) \times 100] \times 5\%$	3.00 points
Medium Meeting Room Table	MNM	General	$[(\$30.00 / \$40.00) \times 100] \times 5\%$	3.75 points
Medium Meeting Room Table	C	General	$[(\$30.00 / \$35.00) \times 100] \times 5\%$	4.29 points
Training Table	PST	General	$[(\$30.00 / \$30.00) \times 100] \times 5\%$	5.00 points
Wall-Hung Two Door Credenza	ISC1	PSAB	$[(\$25.00 / \$50.00) \times 100] \times 5\%$	2.50 points
Wall-Hung Two Door Credenza	AAA	PSAB	$[(\$25.00 / \$25.00) \times 100] \times 5\%$	5.00 points
Wall-Hung Two Door Credenza	D	PSAB	$[(\$25.00 / \$30.00) \times 100] \times 5\%$	4.17 points

Table 6 – Basket of Products Pricing Score

Product	Offeror	Stream	Calculation	Basket of Products Pricing Score (G)
Four Door Credenza	A	General	$[(\$70,000.00 / \$70,000.00) \times 100] \times 25\%$	25.00 points
Four Door Credenza	ABC	General	$[(\$70,000.00 / \$75,000.00) \times 100] \times 25\%$	23.33 points
Four Door Credenza	WXY	General	$[(\$70,000.00 / \$73,000.00) \times 100] \times 25\%$	23.97 points
Medium Meeting Room Table	B	General	$[(\$70,000.00 / \$85,000.00) \times 100] \times 25\%$	20.59 points
Medium Meeting Room Table	MNM	General	$[(\$70,000.00 / \$70,000.00) \times 100] \times 25\%$	25.00 points
Medium Meeting Room Table	C	General	$[(\$70,000.00 / \$100,000.00) \times 100] \times 25\%$	17.50 points
Training Table	PST	General	$[(\$69,000.00 / \$69,000.00) \times 100] \times 25\%$	25.00 points
Wall-Hung Two Door Credenza	ISC1	PSAB	$[(\$85,000.00 / \$90,000.00) \times 100] \times 25\%$	23.61 points
Wall-Hung Two Door Credenza	AAA	PSAB	$[(\$85,000.00 / \$85,000.00) \times 100] \times 25\%$	25.00 points
Wall-Hung Two Door Credenza	D	PSAB	$[(\$85,000.00 / \$85,000.00) \times 100] \times 25\%$	25.00 points

Table 7 - Total Financial Score

Product	Offeror	Stream	MSRP Discount Score + Delivery Score + Installation Score + Reconfiguration Services Score + Inventory Services Scores + Storage Services Score + Basket of Product(s) Pricing Score	Total Financial Score (A+B+C+D+E+F+G)
Four Door Credenza	A	General	37.33 + 4.00 + 0.00 + 2.67 + 3.75 + 3.00 + 4.50 + 25.00	80.25

Four Door Credenza	ABC	General	40.00 + 8.00 + 5.00 + 4.71 + 3.00 + 2.50 + 4.60 + 23.33	91.14*
Four Door Credenza	WXY	General	40.00 + 0.00 + 2.50 + 4.44 + 5.00 + 3.33 + 4.73 + 23.97	83.97*
Medium Meeting Room Table	B	General	38.00 + 2.86 + 0.00 + 4.00 + 3.95 + 3.00 + 4.06 + 20.59	76.46
Medium Meeting Room Table	MNM	General	37.14 + 0.00 + 3.33 + 5.00 + 3.75 + 3.75 + 4.93 + 25.00	82.90*
Medium Meeting Room Table	C	General	40.00 + 7.14 + 5.83 + 5.00 + 3.75 + 4.29 + 3.45 + 17.50	86.96*
Training Table	PST	General	40.00 + 0.00 + 0.00 + 4.64 + 4.17 + 5.00 + 5.00 + 25.00	83.81*
Wall-Hung Two Door Credenza	ISC1	PSAB	39.47 + 10.00 + 0.00 + 5.00 + 3.75 + 2.50 + 4.72 + 23.61	89.05
Wall-Hung Two Door Credenza	AAA	PSAB	38.00 + 0.00 + 10.00 + 3.25 + 5.00 + 5.00 + 5.00 + 25.00	91.25*
Wall-Hung Two Door Credenza	D	PSAB	40.00 + 3.33 + 8.00 + 2.17 + 3.75 + 4.17 + 5.00 + 25.00	91.42*

*highest scores

The top 2 ranking responsive bids per item with the highest total financial score on each stream will be recommended for issuance of Standing Offer agreement(s). In above scenario, the following table shows the Offerors that will be recommended for issuance of a Standing Offer:

Table 8 – Offerors to be recommended for Standing Offer

Item	Offeror(s)	Stream
Four Door Credenza	ABC and WXY	General
Medium Meeting Room Table	MNM and C	General
Training Table	PST	General
Wall-Hung Two Door Credenza	AAA and D	PSAB

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 Set-aside for Aboriginal Business (PSAB SO Submissions Only)

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.
2. The Offeror:
 - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
 - ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex
3. The Offeror must check the applicable box below:
 - i. The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

 - ii. The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Offeror must check the applicable box below:
 - i. The Aboriginal business has fewer than six full-time employees.

OR

 - ii. The Aboriginal business has six or more full-time employees.
5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

5.1.3 Owner/Employee Certification - Set-aside for Aboriginal Business (PSAB SO Submissions Only)

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

I am _____ (insert "an owner" and/or "a full-time employee") of _____ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".

I certify that the above statement is true and consent to its verification upon request by Canada.

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

Printed name of owner and/or employee

Signature of owner and/or employee

Date

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the 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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed Attachment 1 to Part 5 entitled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 General Environmental Criteria Certification

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

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

Offeror's Authorized Representative Signature

Date

or

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

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

Green Practices within the Offeror's organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Recycling Program in place (including electronic waste)	
Environmental or Green Registration or Certification	
Other environmental initiatives and programs in place	

5.2.4 Language of Work and Deliverables

The Offeror must be able to provide the services and deliverables in both of Canada's official languages, English and French.

5.2.5 Product Conformance

The Offeror certifies that all of the Offered products conform, and will continue to conform throughout the duration of the SO, to all specifications of, and meet the standards, testing requirements detailed in the Standing Offer agreement.

 Offeror's Signature

 Date

5.2.6 Status of Availability of Resources – Offer (Account Representative and Site Supervisor)

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the

Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirements associated with the Request for Standing Offer.

6.2 Financial Capability

1. **Financial Capability Requirement:** The Offeror must have the financial capability to fulfill this Requirement. To determine the Offeror's financial capability, the Standing Offer Authority may, by written notice to the Offeror, require the submission of some or all of the financial information detailed below during the evaluation of offers. The Offeror must provide the following information to the Standing Offer Authority within fifteen (15) working days of the request or as specified by the Standing Offer Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Offeror's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Offeror's last three fiscal years, or for the years that the Offeror has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Standing Offer Authority, the Offeror must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Standing Offer Authority requests this information.
 - c. If the Offeror has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Standing Offer Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Offeror that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Offeror outlining the total of lines of credit granted to the Offeror and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Standing Offer Authority requests this information.
2. If the Offeror is a joint venture, the financial information required by the Standing Offer Authority must be provided by each member of the joint venture.
3. If the Offeror is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Standing Offer Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Offeror, and the financial capability of a parent may not be substituted for the financial capability of the Offeror itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.

4. **Financial Information Already Provided to PWGSC:** The Offeror is not required to resubmit any financial information requested by the Standing Offer Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Offeror identifies to the Standing Offer Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Offeror authorizes the use of the information for this requirement.It is the Offeror's responsibility to confirm with the Standing Offer Authority that this information is still on file with PWGSC.
5. **Other Information:** Canada reserves the right to request from the Offeror any other information that Canada requires to conduct a complete financial capability assessment of the Offeror.
6. **Confidentiality:** If the Offeror provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Offeror's financial capability to fulfill this requirement, Canada may consider any security the Offeror is capable of providing, at the Offeror's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

6.3 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

STANDING OFFER AGREEMENT

PART 7 – STANDING OFFER ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Standing Offer Reporting
5. Term of Standing Offer
6. Authorities
7. Proactive Disclosure of Contracts with Former Public Servants
8. Identified Users
9. Call-up Procedures
10. Call-up Instruments
11. Limitation of Call-ups
12. Priority of Documents
13. Certifications and Additional Information
14. Applicable Laws
15. Price Lists
16. Pricing
17. Substitute Products
18. Estimates
19. Status of Availability of Resources – Standing Offer

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Authorities
7. Insurance Requirements
8. Excess Goods
9. Federal Contractors Program for Employment Equity
10. Procurement Ombudsman

List of Annexes (of the Standing Offer)

- Annex A Statement of Requirement
- Annex B Products and Pricing List
- Annex C Security Requirements Check List
- Annex D Insurance Requirements
- Annex E Standing Offer Periodic Usage Reports
- Annex F Environmental Performance Considerations
- Annex G Manufacturer Authorization Letters

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

7.3 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 Services and Procurement Canada.

7.3.1 General Conditions

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

7.4 Standing Offer 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.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E" entitled "Standing Offer Periodic 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 thirty (30) calendar days after the end of the reporting period.

7.5 Term of Standing Offer

7.5.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from (TBD) to (TBD) inclusive.

7.5.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to an additional four one-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.

7.5.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) that will be specified in the call-up to the Standing Offer.

7.6 Authorities

7.6.1 Standing Offer Authority

The Standing Offer Authority is:

(Name)
Parliamentary Precinct Acquisition Services Division
Public Services and Procurement Canada
Acquisitions Branch
222 Queen Street, Suite 1401
Ottawa, Ontario
K1A 0S5

Telephone:
Facsimile:
E-mail address:

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.

7.6.2 Project Authority

The Project Authority for the Standing Offer will be 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 the overall management of the Project including the project's financial administration. The Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work may only be made through an amendment to the call-up issued by the Standing Offer Authority.

7.6.3 Technical Authority

The Technical Authority for the Standing Offer will be identified in the call-up against the Standing Offer.

The Technical 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. The Contractor may discuss technical matters with the Technical Authority. However the Technical Authority has no authority to authorize changes to the scope of the Work. All changes to the scope of the Work may only be made through an amendment to the call-up requested of the Project Authority and then issued by the Standing Offer Authority.

7.6.4 Offeror's Representative

(To be determined.)

7.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.8 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are the authorized representatives of the Parliamentary Precinct Acquisitions Services Division.

7.9 Call-up Procedures

Below are the steps required to initiate a call-up within the Standing Offer. Call-ups are made based on the "right of first refusal" basis. This process applies to both the General and PSAB streams.

Step 1 - Requirement Submission to the Identified User:

The Project Authority will provide a Statement of Requirement (SOR) and a call-up estimate (including product related services and level of effort, if available) to the Identified User of this Standing Offer.

Step 2 - Verification of Call-up Estimate and Submission of draft Call-Up by the Identified Users:

The Identified User will review the requirement and the call-up estimate, suggesting and providing changes to the requirement as necessary in accordance with the Standing Offer arrangement.

The Identified User will create a draft call-up and forward the draft call-up along with the SOR to confirm price and availability with the 1st ranked Standing Offer Holder.

A Site Visit may be conducted to confirm the call-up estimate and related work.

Step 3 - Draft Call-Up Review by the Standing Offer Holder:

The Standing Offer Holder will review the call-up and will either accept, reject or request changes to the product, product-related service and/or applicable level of effort based on the requirement of the Statement of Work.

If a modification is requested to the draft call-up, the Standing Offer Holder must provide justification on the modification to the call-up. The Technical Authority will review the modification to determine if the product, product-related service and level of effort is reasonable and acceptable. Final authority of issuance of the call-up will be the designated Call-Up Authority.

Step 4 – Award of Call-up to the Standing Offer Holder:

Once the call-up terms and conditions are finalized, including the SOR and basis of payment, the Identified User of the SO will award the call-up using below identified call-up instrument.

7.10 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-TPSGC 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)

7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer will be issued in accordance with Treasury Board Approval and Signing Limits for Public Services and Procurement Canada.

7.12 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 _____; (*insert number, date and title of the general conditions that will apply to the contract*)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ and as clarified on _____” **or** “as amended on _____.

7.13 Certifications and Additional Information

7.13.1 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.

7.13.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.14 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.

7.15 Price Lists

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

7.16 Pricing

7.16.1 Offered Products' prices are as listed in the Offeror's regular, seasonal and sale catalogues or current published price lists, less an MSRP percentage discount as specified in Annex B – Products and Price List.

The Offeror must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

7.16.2 Delivery and Installation rates will be a firm percentage fee, on the total value of goods, as specified in Annex B – Products and Price List.

7.16.3 Product-Related Services' prices are as listed in the in Annex B – Products and Price List.

7.17 Substitute Products

After issuance of the Standing Offer:

1. Products that are equivalent in form, fit, function and quality to the item(s) offered in the Statement of Requirement at Annex A will be considered if the item(s) offered in the Statement of Requirement at Annex A are no longer available from the manufacturer.
2. Products offered as equivalent in form, fit, function and quality will be considered where the Offeror:
 - a. designates the brand name, model and/or part number of the substitute product;

- b. states that the substitute product is fully interchangeable with the item specified;
 - c. provides complete specifications and descriptive literature for each substitute product;
 - d. provides compliance statements that include technical specifics showing the substitute product meets all technical evaluation criteria that are specified in the Request for Standing Offers (RFSO); and
 - e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any technical evaluation criteria.
3. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - a. the Offeror fails to provide all the information requested to allow the Standing Offer Authority to fully evaluate the equivalency of each substitute product; or
 - b. the substitute product fails to meet or exceed the technical evaluation criteria specified in the RFSO for that item.
4. In conducting its evaluation of the substitute product, Canada may, but will have no obligation to, request the Offeror offering a substitute product to demonstrate, at the sole cost of the Offeror, that the substitute product is equivalent to the item specified in the RFSO.
5. The Offeror may be requested to provide product demonstrations for the substitute products, at no additional cost to Canada, which may include:
 - a. Information and documentation on any proposed or actual modifications, upgrades, or new options available in the substitute products; and
 - b. Sample models of the substitute product(s).

7.18 Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

7.19 Status of Availability of Resources – Standing Offer (Account Representative and Site Supervisor)

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

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.

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions (To be determined at call-up)

2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

OR

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 General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

OR

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract (To be determined at call-up)

7.3.1 Period of the Contract

The Work is to be performed during the period of _____ (*fill in start date of the work*) to _____ (*fill in end date of the work*).

OR

The period of the Contract is from date of Contract to _____ inclusive (*fill in end date of the period*).

OR

The period of the Contract is from _____ (*fill in start date of the period*) to _____ inclusive (*fill in end date of the period*).

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 Payment

7.4.1 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 _____ of the Contract for a cost of \$ _____, in Canadian Dollar, Customs duties are included, Delivered Duty Paid (DDP) Incoterms 2000. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

7.4.2 Limitation of Expenditure

7.4.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____ .
Customs duties are included and Applicable Taxes are extra.

7.4.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.

7.4.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.4.3 Method of Payment (To be determined at call-up)

SACC Manual clause H1000C (insert date) Single Payment
OR
SACC Manual clause H1001C (insert date) Multiple Payment
OR
SACC Manual clause H1003C (insert date) Progress Payment
OR
SACC Manual clause H1008C (insert date) Monthly Payment

7.4.4 SACC Manual Clauses

The following SACC Manual clauses apply to and form part of the Contract.

SACC Reference	Section	Date
A1009C (Use this clause only in conjunction with general conditions 2010B or 2029 ; not with 2035 as the subject is	Work Site Access	2008-05-12

already covered under the inspection provision.)		
A9117C	T1204 – Direct Request by Customer Department	2007-11-30
A9068C	Government Site Regulations	2010-01-11
B6802C	Government Property	2007-11-30
B9028C	Access to Facilities and Equipment	2007-05-25
C0705C	Discretionary Audit	2010-01-11
D5328C	Inspection and Acceptance	2007-11-30
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30

7.5 Invoicing Instructions

7.5.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices may not be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. copy of the invoices
- d. a copy of the progress report as applicable

7.5.2 The Contractor will provide invoices that include the following breakdown:

- i. Number of goods purchased
- ii. Number of goods accessories purchased

The following information must be included:

- i. Model number
- ii. Reference number
- iii. Description of good
- iv. Order date
- v. Delivery date
- vi. Price
- vii. Separate pricing for delivery and installation

7.5.3 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment, within 10 working days from the delivery and acceptance date.

_____ (Name to be determined at call-up)
_____ (Address to be determined at call-up)

7.6 Authorities

7.6.1 Call-up (Contracting) Authority

The Call-up Authority is:

(insert name and address)

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

Telephone:
Facsimile:
E-mail address:

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.6.2 Project Authority

The Project Authority is:

(insert name and address)

Telephone:
Facsimile:
E-mail address:

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 the overall management of the Project including the project's financial administration. The Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work may only be made through an amendment to the call-up issued by the Standing Offer Authority.

7.6.3 Technical Authority

The Technical Authority is:

(insert name and address)

Telephone:
Facsimile:
E-mail address:

The Technical 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. The Contractor may discuss technical matters with the Technical Authority. However the Technical Authority has no authority to authorize changes to the scope of the Work. All changes to the scope of the Work may only be made through an amendment to the call-up requested of the Project Authority and then issued by the Standing Offer Authority.

7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

7.9 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Procurement Ombudsman

7.10.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.10.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF REQUIREMENT

Refer to attached document.

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"
PRODUCTS & PRICING LIST

To be added upon issuance of a Standing Offer agreement.

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

To be added upon award of a Call-up.

ANNEX "D"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada shall read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - q. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act, S.C. 1993, c. J-2, s.1*, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

STANDING OFFER PERIODIC USAGE REPORT

Standing Offer Holder Name: _____

Standing Offer Arrangement Number: _____

Reporting Period: _____

(check, if applicable)

We provided business with the Federal Government for this period. ()

Nil Report: We do not have any business with the Federal Government for this period. ()

Standing Offer Number	SO Holder Name	Call-up Number	Date of Call-up	Delivery Date	Installation Date	Breakdown of Goods	Unit Pricing	Total Value of Call-up (including Amendments)

Prepared By: _____

Telephone No.: _____

Signature: _____

_____ Date of Signature

ANNEX "F"

ENVIRONMENTAL PERFORMANCE CONSIDERATIONS

Offeror Name: _____

Offeror Rating: _____

QUESTIONNAIRE

Canada will use a star rating system (0-3) to assess an Offerors environmental initiatives and include this information into the resulting Standing Offers. This will provide Identified Users with the option to choose a greener supplier.

The star rating for each Offeror will be identified in each successful Offeror's Standing Offer as well as on a Government web site. It will then be up to each Offeror to market to Identified Users their green star rating. GC plans to identify to Identified Users, the Offerors green star rating on our internal web site. The maximum total points are 26. Two points are awarded for each performance criteria correctly attained.

- No star will be given to an Offeror if it does not provide adequate information into this section, or it obtains zero (0) point.
- One (1) star will be given to an Offeror that obtains any points up to 9 points.
- Two (2) stars will be given to an Offeror that obtains more than 10 points and up to 18 points.
- Three (3) stars will be given to an Offeror that obtains more than 19 points and up to 26 points.

Offerors will provide details and examples to demonstrate how they comply with the elements below.

Offerors Business Practices:

1. Evidence of an Environmental Management System (EMS) (e.g., International Organization for Standardization (ISO 14001))
2. Have an Environmental Policy in place
3. Demonstrate commitment to voluntary environmental initiatives or community-based environmental projects
4. Member of national industry organization pursuing environmental stewardship including reuse & recycle (specify name/organization)

Products:

5. Offer ENERGY STAR equipment
6. Offer products that meet WEEE (Waste and Electrical Electronic Equipment)
7. Offer products that are Restriction of Hazardous Substances (RoHS) certified
8. Offer products that are TCO Certified.
9. Videoconference equipment is equipped with sleep/power-down mode

Packaging:

10. Manufacturer uses recyclable packaging
11. Manufacturer uses reusable packaging

Disposal:

12. Offer take-back programs for products
13. Manufacturer offers recycling of videoconference systems/components

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

ANNEX "G"

MANUFACTURER AUTHORIZATION LETTERS

To be added upon issuance of Standing Offer agreement from Offeror's offer.

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 1 TO PART 4 (OF THE REQUEST FOR STANDING OFFER)

FINANCIAL PRESENTATION SHEET

Refer to attached document.

Solicitation No. - N° de l'invitation
EP803-183135/D
Client Ref. No. - N° de réf. du client
EP803-183135

Amd. No. - N° de la modif.
File No. - N° du dossier
012pps.EP803-183135

Buyer ID - Id de l'acheteur
012pps
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 2 TO PART 4 (OF THE REQUEST FOR STANDING OFFER)

OFFERED PRODUCTS LIST

Refer to attached document.

ATTACHMENT 3 TO PART 4 (OF THE REQUEST FOR STANDING OFFER)

MANUFACTURER AUTHORIZATION LETTER INSTRUCTIONS

There are 4 letter templates and each one has a specific use:

- 1) Template 1 - Manufacturer authorizes dealer. To be completed by the Manufacturer when the standard and direct authorized dealer/Manufacturer relationship exists. See attachments.

Templates 2 and 3 must be provided together when a solely authorized Canadian/Regional/Provincial Distributor is in place representing the Manufacturer in Canada/Region/Province.

- 2) Template 2 - Distributor authorizes Offeror. To be completed by the one and only Canadian/Regional/Provincial Distributor certifying the Offeror as an authorized dealer of the Manufacturer. See attachments.
- 3) Template 3 - Manufacturer authorizes Distributor. To be completed by the Manufacturer certifying that the Distributor is the sole and exclusive representative of the Manufacturer in Canada/Region/Province. See attachments.
- 4) Template 4 - Manufacturer is the Offeror. To be completed by the Manufacturer when the Offeror and the Manufacturer are the same. See attachments.

Note: the Manufacturer name submitted into [Box # 1] of any of the 4 letters is very important and must be accurate. Offerors must match this name only, as the specific Manufacturer name in their electronic offer.

If Offerors offer a different name from the one provided in [Box # 1] the offer will be deemed non-compliant.

Manufacturer authorization letters must be completed entirely by the Manufacturer or solely authorized Canadian/Regional/Provincial Distributor only. Offerors are prohibited from completing any part of the letter.

Excluding the name of Offeror, all information provided in the letters must be identical for all like-authorized Offerors. Letters with inconsistent information or signing authorities will be deemed non-responsive.

Manufacturers have the right to remove the authorization of any of its Offerors at any time. The remaining Offerors authorized for the Manufacturer move up the ranking order. No new Offerors may be added to the ranking list. Once removed from the list, the Offeror may not be added back into the ranking list.

Notification of the removal of an Offeror must be done in writing and supplied to the Standing Offer authority.

ATTACHMENT 1 TO PART 5 (OF THE REQUEST FOR STANDING OFFER)

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

OR

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).