



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid

Receiving - PWGSC

1550, Avenue d'Estimauville

1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

INVITATION TO TENDER

APPEL D'OFFRES

**Tender To: Public Works and Government Services
Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Soumission aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Gaz comprimés	
Solicitation No. - N° de l'invitation EE286-170001/B	Date 2018-06-27
Client Reference No. - N° de référence du client EE286-170001	GETS Ref. No. - N° de réf. de SEAG PW-\$QCL-043-17432
File No. - N° de dossier BAP-7-40195 (043)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-08-07	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Beauchesne, Sonia	Buyer Id - Id de l'acheteur qc1043
Telephone No. - N° de téléphone (418) 649-2702 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA BFC Bagotville, C.P. 380 Bâtiment 62, local 112 ALOUETTE Québec G0V1A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée Voir doc	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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**This request for Standing Offer (RFSO) cancels and supersedes previous RFSO number
EE286-170001/A
dated February 27, 2018 with a closing of April 18, 2018 at 2:00 PM EST.**

COMPRESSED AND LIQUEFIED GASES

All Federal Government Departments and Agencies within the Province of Quebec

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six (6) parts 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; and
- Part 6 A, Standing Offer, and B, Resulting Contract Clauses

A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, and any other annexes.

1.2 Summary

- (a) Requirement:
This is a Request for a Regional Master Standing Offer (RMSO) for the supply and delivery of various compressed gas, on an as and when requested basis
- (b) Users :
The Standing Offers are for use for all Federal Government Departments and Agencies within the province of Quebec; primarily, by the following :
 - DND, 2nd Canadian Division Support Base Valcartier, Quebec, Quebec

- DND, Defence Research and Development Canada (DRDC) Valcartier, Quebec, Quebec;
- DND, CFB Bagotville, Saguenay, Québec;
- DND, Montreal Garrison, Québec;
- National Research Council Canada (NRC), in Montreal, Boucheville and Saguenay, Quebec.

Other federal departments and agencies in the province of Quebec not named above can however use the standing offers resulting from this request.

- (c) Regions: Compressed gas requirements are grouped into three (3) regions: Montreal, Quebec and Saguenay-Lac-St-Jean.
- (d) Number of Standing Offers: Up to three responsive offers by region with the lowest combined total dollar value per region will be recommended for issuance of a standing offer each.
- (e) Period of the Standing Offer: Five-year period, beginning on October 1, 2018.
- (f) Estimated Expense: \$500,000 on 5 years, applicable Taxes not included.
- (g) Trade Agreements:
The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA), and the Chile, Colombia, Honduras, Korea, Panama, Peru Trade Agreements with Canada.

1.3 Modifications to previous solicitation (EE286-170001/A) and specifications

The main users are identified in Annex A. However, please note that Identified Users are listed in Part 6 section A.6.4.3 and also include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11 of the Province of Quebec. You can offer different prices for each of the 3 regions: Montreal, Quebec and Saguenay-Lac-St-Jean.

Since the industry is no longer renting free of charge for the first 30 days, this requirement is removed. However, we are asking for a daily cylinder fee and for an annual lease plan per fleet. Also, we add the request for a grace period of 6 months before the recovery of cylinders by the supplier to allow customers to use the remaining products.

A deposit will be paid by the user on coolant cylinders. The deposit is refundable in full on coolant cylinders that are returned.

Due to the situation in Qatar, we ask you to specify the maximum amount of helium that you can provide in Annex B.

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Please offer prices per region for all the products you are able to supply, even those whose needs indicated are 0.

You can, in accordance with Part 3, Section 3.1, to provide an Excel copy by e-mail to the address provided in addition to the hard copy or fax.

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.

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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 Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

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

Your offer can be transmitted by fax* to # 418-648-2209 or by mail to the following address:

Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
1550 D'Estimauville Avenue
Quebec City, Quebec, Canada, G1J 0C7

*If you send your offer by fax, pay close attention that your offer is received readable.

Prior to the closing date, we do not provide an acknowledgement of receipt, or confirmation if an offer is readable, complete or any other information on offers received.

2.3 Enquiries - Request for Standing Offers

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

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

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that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy **(required) and**

1 soft copy Excel format by email to :

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media 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.

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

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

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

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Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

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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 financial evaluation.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Financial Evaluation

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

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer. Up to three responsive offers by region with the lowest combined total dollar value per region may be recommended for issuance of a standing offer each.

For more details, refer to the tab entitled "Evaluation" in Annex B - Basis of payment.

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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

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.

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5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of the resulting Standing Offer.

Notice: Numbering will be revised at the issuance of a Standing Offer.

A. STANDING OFFER

6.1 Offer

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

6.2 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>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

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

6.2.2 Periodic Usage Reports: Standing Offer

1. The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.
2. The Offeror must provide this data in accordance with the reporting requirements detailed below. 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 report must contain at least the following data:
 - (1) the invoice number and date;
 - (2) description of goods and / or services; and,
 - (3) quantities and prices.

-
3. The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: October 1 to December 31
 - second quarter: January 1 to March 31
 - third quarter: April 1 to June 30
 - fourth quarter: July 1 to September 30
4. The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.3 Term of Standing Offer

6.3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from October 1, 2018 to September 30, 2023 (5 years).

6.4 Authorities

6.4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sonia Beauchesne
Title: Intern Officer
Telephone: 418-649-2702
E-mail address: sonia.beauchesne@tpsgc-pwgsc.gc.ca

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

6.4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

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6.4.3 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11 of the Province of Quebec.

6.4.4 Offeror's Representatives

a) Offer Manager:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

b) Call-Up Follow up:

Name: _____

Title: _____

Telephone No.: _____

Facsimile No.: _____

E-mail Address: _____

6.5 Call-up Procedures

Up to three (3) standing offers may be issued by region.

If more than one standing offer are issued, the identified users shall order the items with the Offeror with the lowest prices on the standing offers available by region; in the event that an Offeror is unable to offer a product ordered, the client will be able to place an order on this item with the second Offeror with the lowest price and so on.

6.6 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.7 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000 (Applicable Taxes included).

6.8 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.9 Priority of Documents

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- (e) Annex A, Requirement;
- (f) Annex B, Basis of Payment;
- (g) the Offeror's offer dated _____ (to be completed at award by PWGSC).

6.10 Certifications and Additional Information

6.10.1 Compliance

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

6.11 Applicable Laws

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

6.12 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

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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.

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B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2016-04-04), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Period of the Contract

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

6.4 Payment

6.4.1 Basis of Payment - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Offeror will be paid the firm unit prices as specified in the Annex B, for total estimated amount of _____ (to be completed at Standing Offer award by [PWGSC](#)) for the five years of the Standing Offer. Customs duties are included and Applicable Taxes are extra.

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

6.4.2 Method of Payment - Multiple Payments

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

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

6.4.3 Electronic Payment of invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): [\(to be completed at Standing Offer award by PWGSC\)](#)

- a) Visa Acquisition Card;
- b) MasterCard Acquisition Card;
- c) Direct Deposit (Domestic and International);
- d) Electronic Data Interchange (EDI);

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.6 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) to Federal Government Departments and Agencies within the province of Quebec, Incoterms 2000 for shipments from a commercial contractor.

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6.7 SACC Manual Clauses

Number	Date	Title
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
B1505C	2016-01-28	Shipment of Dangerous Goods/Hazardous Products
B7500C	2006-06-16	Excess Goods
D3015C	2014-09-25	Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance
G1005C	2016-01-28	Insurance - No Specific Requirement

ANNEX A - REQUIREMENT

A.1 Requirement Definition

To provide and deliver, on an as and when required basis, various compressed gases, as detailed in Annex B - Basis of payment, in Offerors owned cylinders (rental) or in Canada owned cylinders.

A.2 Main users

The Standing Offers are for use for all Federal Government Departments and Agencies within the province of Quebec; primarily, by the following:

- DND, 2nd Canadian Division Support Base Valcartier, Quebec, Quebec
- DND, Defence Research and Development Canada (DRDC) Valcartier, Quebec, Quebec;
- DND, CFB Bagotville, Saguenay, Québec;
- DND, Montreal Garrison, Québec;
- National Research Council Canada (NRC), in Montreal, Boucherville and Saguenay, Quebec.

Other federal departments and agencies in the province of Quebec not named above can however use the standing offers resulting from this request.

A.3 Delivery Period

1. Delivery must be made within five (5) calendar days from receipt of a call-up against the Standing Offer.
2. Offerors should confirm the availability of cylinders ordered to users within 24 hours of receiving a Call-up.
3. Deliveries must be made during regular working hours, Monday to Friday 8:00am to 4:00pm, unless otherwise agreed.

A.4 Delivery and Unloading

1. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
2. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
3. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to

be readily accessible to transport by mechanical handling equipment utilized by site personnel.

A.5 General Requirements

1. There should be no minimum quantity per order.
2. The gases must be delivered in Offerors owned cylinders or users owned cylinders. An Offeror cannot deliver gas in cylinders owned by another Offeror.
3. As per the Offerors owned cylinders, users owned cylinders must be picked up by the Offerors, filled and returned.
4. Pick-up of empty cylinders shall be the Offerors' responsibility.
5. Offerors are responsible for pickup and delivery of cylinders for individual user accounts. There may be more than one user account in the same delivery location.
6. The gas cylinders must be placed inside the designated gas storage area as per the instructions detailed on each call-up document.
7. Offerors must place a sleeve over the valve of compressed gas cylinders which have been filled, to serve as a safety measure as well as to signal that the cylinder has been filled.
8. Offerors must ensure that all gas cylinders to fill, their cylinders or those of the government, comply with all applicable laws and regulations.
9. Offerors must have a sufficient inventory for some products to meet the users requirements. For example, pay a particular attention to the item "nitrogen 6000 psi" where the volume of this item is relatively important. The only quantity restrictions accepted are those on helium.
10. Offerors will allow users to keep the cylinders for up to 6 months before recovering them to allow use of the gases remaining inside the cylinders.

A.6 Specific Requirements

A.6.1 DRDC

A.6.1.1 Delivery Addresses – DRDC

Deliveries in various buildings on the site of DRDC, at the following address:

Defence R & D Canada - Valcartier /
Building # _____
2459 route de la Bravoure
Quebec, Quebec, G3J 1X5, Canada

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A.6.2 CFB Bagotville

A.6.2.1 Delivery Addresses

Deliveries in various buildings on the site of CFB Bagotville, at the following address:

CFB Bagotville
Building # _____
Alouette, Quebec, G0V 1A0, Canada

A.6.3 NRC

A.6.3.1 Delivery Addresses

Deliveries at three (3) different sites of National Research Council Canada (NRC), at the following addresses:

NRC – Saguenay Site
501, boul. de l'Université East
Saguenay (arr.Chicoutimi), Quebec, G7H 8C3

NRC – Boucherville Site
75 Boulevard de Mortagne
Boucherville, Quebec, J4B 6Y4

NRC – Montreal site
6100 Avenue Mont Royal
Montreal, Quebec, H4P 2R2

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ANNEX B - BASIS OF PAYMENT

B.1 Annex B - Basis of Payment

Annex B is to be inserted at this point and forms part of this document.

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ANNEX “C” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

ANNEX D - PRESENTATION OF YOUR OFFER

D.1 Check List

Below is a checklist of the contents of your offer. This list is not an exhaustive list; it remains the Offeror's responsibility to prepare its offer in accordance with the instructions contained in the Request For Standing Offer (RFSO) and provide a comprehensible and sufficiently detailed offer, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFSO.

Page 1	Offerors should include with their offer, the first sheet of this RFSO properly completed and signed. Refer to 2006 Standard Instructions mentioned in clause 2.1 Standard Instructions, Clauses and Conditions .
Page 9	Offerors must submit their offer only to the address indicated in clause 2.2 Submission of Offers .
Page 13	Offerors must pay attention on how offers will be evaluated and the winning offer selected. Refer to Part 4 - Evaluation Procedures and Basis of Selection .
Page 14	<u>Applicable only if an offence has been committed</u> Offerors must provide with their offer the required documentation as indicated Clause 5.1.1 Integrity Provisions - Declaration of Convicted Offences .
Page 14	Offerors must provide with their offer or promptly thereafter a list of names as indicated in clause 5.2.1 Integrity Provisions - Required Documentation . <ul style="list-style-type: none"> ➤ Please refer to section "17. Information to be provided when bidding, contracting or entering into a real property agreement" of the following Web site: http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html
Page 18	Offerors should submit with their offer, clause 6.4.4 Offeror's Representatives properly completed.
Annex B	Offerors must include with their offer, Annex B – Basis of Payment duly completed. Offerors should send 1 soft copy Excel format by email to : TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca
Annex C	Offerors should submit with their offer, Annex C – Electronic payments instruments properly completed.