

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Mens' Clothing	
Solicitation No. - N° de l'invitation 21520-190072/A	Date 2018-08-27
Client Reference No. - N° de référence du client 21520-190072	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-402-11437
File No. - N° de dossier EDM-8-41065 (402)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-09	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lynds, Chloe	Buyer Id - Id de l'acheteur edm402
Telephone No. - N° de téléphone (587)337-6286 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA P.O.BOX 160 PRINCE ALBERT Saskatchewan S6V5R6 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 – GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; and |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, Compliance Matrix, the Basis of Payment, Standing Offer Usage Report, and the Electronic Payment Instruments.

1.2 Summary

1.2.1

The Correctional Service Canada (CSC) has a requirement for a Regional Individual Standing Offer (RISO) for the supply and delivery of men's clothing (blue jeans, t-shirts, sweatshirts, sweatpants, jackets) to Saskatchewan Penitentiary, Prince Albert; Willow Cree Healing Lodge, Duck Lake; and Regional Psychiatric Centre, Saskatoon.

Up to one Regional Individual Standing Offer (RISO) will be issued for the supply and delivery of men's clothing including all freight charges to the delivery locations identified in Annex "B". The Offeror must provide men's clothing in a variety of sizes, no factory seconds, in the fits and materials specified in Annex "B".

1.2.2

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

1.2.3

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [2006](#) (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 in the RFSO.

Bids/Offeres must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

BRU: Western Region Bid Receiving Unit (Edmonton)
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue
Edmonton, AB T5J 1S6

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca
Bids/Offeres will not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Bid Fax: 780-497-3510

2.2.1 Prices – Items

Offerors must submit firm prices for all items listed in Annex "C".

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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 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.

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2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

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

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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)

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 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "C", Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex B, Compliance Matrix.

4.1.2 Financial Evaluation

4.1.2.1

The total aggregate price of the offer will be calculated by multiplying the estimated usage for each line item with its corresponding unit price. The Offeror's total aggregate offer price will be the sum of all three years:

Firm Year 1 = (Sub Total Item 1 + Sub Total Item 2+ Sub Total Item 3+ Sub Total Item 4 + Sub Total Item 5+ Sub Total Item 6+ Sub Total Item 7+ Sub Total Item 8 + Sub Total Item 9)

Option Year 1 = (Sub Total Item 1 + Sub Total Item 2+ Sub Total Item 3+ Sub Total Item 4 + Sub Total Item 5+ Sub Total Item 6+ Sub Total Item 7+ Sub Total Item 8 + Sub Total Item 9)

Option Year 2 = (Sub Total Item 1 + Sub Total Item 2+ Sub Total Item 3+ Sub Total Item 4 + Sub Total Item 5+ Sub Total Item 6+ Sub Total Item 7+ Sub Total Item 8 + Sub Total Item 9)

Total Evaluated Bid Price: Firm Year 1+ Option Year 1+ Option Year 2

SACC *Manual* Clause [M0222T](#) (2016-01-28) Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC *Manual* Clause [M0031T](#) (2007-05-25) Basis of Selection – Mandatory Technical Criteria Only

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.

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

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Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3. Origin of Work

For each line item, offerors must identify the name(s) of the country or countries where the apparel goods are cut (or knit to shape) and sewn, regardless of whether the work is to be performed by the Bidder or one of its subcontractor(s).

The following information must be provided for each location where any of the goods are cut (or knit to shape) or sewn:

Line Item number _____

Country: _____

(Offerors must add additional lines if there is more than one manufacturer or one country per line item.)

Offerors must immediately inform Canada in writing of any and all changes affecting the information provided under this clause during the entire bid validity period.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1

The Offeror offers to fulfill the requirement in accordance with the requirement at Annex "A" and Annex "B".

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) (<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 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "D". 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 10 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 _____ to _____.
(Inserted at Standing Offer issuance)

6.3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional period of two (2) - one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.3.3 Delivery Points

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

6.4 Authorities

6.4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chloe Lynds
Title: Student Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western
Address: ATB Place, North Tower, 5th Floor
10025 Jasper Ave
Edmonton, AB T5J 1S6

Telephone: 587-337-6286
Facsimile: 780-497-3510
E-mail address: chloe.lynds@pwgsc-tpgsc.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 _____ (Inserted at Standing Offer issuance).

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

6.4.3 Offeror's Representative (to be completed by offeror)

Name:
Title:
Organization:

Telephone:
Facsimile:

E-mail address:

6.5 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Services Canada, in the Province of Saskatchewan.

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 2 and 3 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 \$25,000.00 (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 \$ _____ (inserted at Standing Offer issuance) 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 three (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", Compliance Matrix;
- g) Annex "C", Basis of Payment;
- h) Annex "D", Standing Offer Usage Report;
- i) the Offeror's offer dated _____.

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 Saskatchewan.

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of 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 (2018-06-21) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2018-06-21), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

In accordance with the call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex "C" for a cost of \$ _____ (in accordance with the call-up against 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 Single Payment

H1000C Single Payment (2008-05-12)

6.4.3 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.5 Invoicing Instructions

6.5.1

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.

6.5.2.

Invoices must be distributed as follows:

- a). The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment. Hand written notices will not be accepted.
- b). One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.6 Insurance

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

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6.7 SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations
D0018C (2007-11-30) Delivery and Unloading
B7500C (2006-06-16) Excess Goods
M3000C (2006-08-15) Price Lists

6.8 Origin of Work – Disclosure of Information

1. For each line item, the Contractor must specify the name(s) of all countries where the apparel goods are cut (or knit to shape) or sewn, regardless of whether the work is to be performed by the Contractor or one of its subcontractor(s).
2. The Contractor agrees that Canada may publicly disclose the information provided with respect the countries of origin.
3. The Contractor must immediately inform Canada in writing of any and all changes affecting the information provided under this clause during the entire contract period.

ANNEX "A"

REQUIREMENT

1. Background

The Correctional Service Canada (CSC) has a requirement for a Regional Individual Standing Offer (RISO) for the supply and delivery of men's clothing (blue jeans, t-shirts, sweatshirts, sweatpants, jackets) to Saskatchewan Penitentiary, Prince Albert; Willow Cree Healing Lodge, Duck Lake; and Regional Psychiatric Centre, Saskatoon.

2. Objectives

Up to one Regional Individual Standing Offer (RISO) will be issued for the supply and delivery of men's clothing including all freight charges to the delivery locations identified in Annex "B".

The Offeror must provide men's clothing in a variety of sizes, no factory seconds, in the fits and materials specified in Annex "B".

3. Call-Ups

The Offeror must provide a response to each call-up within one (1) business day or within a time agreed upon mutually by both the Project Authority and Offeror. The Offeror must provide men's clothing within five (5) business days from the time of call-up or within a time agreed upon mutually by both the Project Authority and Offeror.

4. Delivery

The Offeror must deliver goods to Saskatchewan Penitentiary, Prince Albert; Willow Cree Healing Lodge, Duck Lake; and Regional Psychiatric Centre, Saskatoon.

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ANNEX "B"

COMPLIANCE MATRIX

DELIVERY LOCATIONS

RPC (Regional Psychiatric Center)

2520 Central Avenue North
Saskatoon, Saskatchewan
S7K 3X5

Willow Cree Healing Lodge

6.2km west of Duck Lake on Highway 212
Box 520
Duck Lake, Saskatchewan
S0K 1J0

Saskatchewan Penitentiary

15th Street West
PO Box 160
Prince Albert, Saskatchewan
S6V 5R6

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Item #	Performance Specification	Status (M) Mandatory, (D) Desirable	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
1	Men's Jeans, Regular fit or boot cut				
1.1	Must be blue	M			
1.2	Must provide sizes: 28/32 28/34 30/32 30/34 32/32 32/34 34/32 34/34 36/32 36/34 38/32 38/34	M			
1.3	Must be pre-washed or stonewashed	M			
1.4	Must not be factory seconds	M			
2	Men's Jeans, Relaxed fit				
2.1	Must be blue	M			
2.2	Must provide sizes: 40/32 40/34 42/32 42/34 44/32 44/34 46/32 46/34 48/32 48/34 50/32 50/34 52/32	M			

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	52/34				
2.3	Must be pre-washed or stonewashed	M			
2.4	Must not be factory seconds	M			
3	Men's T-Shirt				
3.1	Minimum 8.8 ounce cotton/polyester blend or 100% cotton				
3.2	Must be a colour that is not red or green	M			
3.3	Must be short sleeved	M			
3.4	Must provide sizes of medium, large, XL, 2XL, 3XL, 4XL, 5XL, 6XL	M			
3.5	Must not be factory seconds	M			
4	Men's Sweatshirt				
4.1	Must be cotton/polyester blend or 100% cotton	M			
4.2	Must be a colour that is not red or green	M			
4.3	Must be long sleeve	M			
4.4	Must provide sizes of medium, large, XL, 2XL, 3XL, 4XL, 5XL, 6XL	M			
4.5	Must not be factory seconds	M			
5	Men's Fall or Spring Jacket				
5.1	Must be lined or fleece	M			
5.2	Must be a colour that is not red, green, or white	M			
5.3	Must provide sizes of	M			

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	medium, large, XL, 2XL, 3XL, 4XL, 5XL, 6XL				
5.4	Must not be factory seconds	M			
6	Men's Winter Jacket				
6.1	Must be a colour that is not red, green, or white	M			
6.2	Must provide sizes of medium, large, XL, 2XL, 3XL, 4XL, 5XL, 6XL	M			
6.3	Must be suitable for -30 degrees Celsius	M			
6.4	Must not be factory seconds	M			
7	Men's Sweatpants				
7.1	Must be a cotton/polyester blend, fleece, or 100% cotton	M			
7.2	Must be orange in colour	M			
7.3	Must provide sizes of medium, large, XL, 2XL, 3XL, 4XL, 5XL, 6XL	M			
7.4	Must not be factory seconds	M			
8	Unisex Sweatpants				
8.1	Must be cotton/polyester blend or 100% cotton	M			
8.2	Must be a colour that is not red, green, or white	M			
8.3	Must provide sizes of medium, large, XL, 2XL, 3XL, 4XL, 5XL, 6XL	M			
8.4	Must not provide factory	M			

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	seconds				
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ANNEX "C"

BASIS OF PAYMENT

- Firm Unit Prices must remain firm for the duration of the Standing Offer
- Firm unit prices do not include taxes; taxes will be added to the invoice as a separate line item on any call-ups issued against the Standing Offer.
- Annual Estimated Usage(s) are for evaluation purposes only. Actual usage may vary from amounts shown.
- Firm unit pricing must be in Canadian Dollars.
- All deliverables are FOB Destination to addresses noted in Annex "B".

FIRM YEAR 1

Item	Description	Estimated Annual Usages (a)	Firm Unit Prices (b)	Extended Price (a x b)
1)	Men's Jeans, Relaxed Fit or Boot Cut			
a)	28/32	5	\$_____ /each	\$_____
b)	28/34	5	\$_____ /each	\$_____
c)	30/32	10	\$_____ /each	\$_____
d)	30/34	5	\$_____ /each	\$_____
e)	32/32	30	\$_____ /each	\$_____
f)	32/34	10	\$_____ /each	\$_____
g)	34/32	30	\$_____ /each	\$_____
h)	34/34	10	\$_____ /each	\$_____
i)	36/32	30	\$_____ /each	\$_____
j)	36/34	10	\$_____ /each	\$_____
k)	38/32	20	\$_____ /each	\$_____
l)	38/34	10	\$_____ /each	\$_____
SUB TOTAL ITEM 1				\$_____

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2)	Men's Jeans, Relaxed Fit			
a)	40/32	10	\$_____ /each	\$_____
b)	40/34	10	\$_____ /each	\$_____
c)	42/32	10	\$_____ /each	\$_____
d)	42/34	10	\$_____ /each	\$_____
e)	44/32	10	\$_____ /each	\$_____
f)	44/34	10	\$_____ /each	\$_____
g)	46/32	10	\$_____ /each	\$_____
h)	46/34	10	\$_____ /each	\$_____
i)	48/32	5	\$_____ /each	\$_____
j)	48/34	5	\$_____ /each	\$_____
k)	50/32	5	\$_____ /each	\$_____
l)	50/34	5	\$_____ /each	\$_____
SUB TOTAL ITEM 2				\$_____
3)	Men's T-shirt			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	40	\$_____ /each	\$_____
c)	X-Large	45	\$_____ /each	\$_____
d)	2XL	45	\$_____ /each	\$_____
e)	3XL	45	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 3				\$_____

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4)	Men's Sweatshirt			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	40	\$_____ /each	\$_____
c)	X-Large	40	\$_____ /each	\$_____
d)	2XL	40	\$_____ /each	\$_____
e)	3XL	40	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 4				\$_____
5)	Men's Fall or Spring Jacket			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	35	\$_____ /each	\$_____
d)	2XL	35	\$_____ /each	\$_____
e)	3XL	35	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 5				\$_____

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6)	Men's Winter Jacket			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	35	\$_____ /each	\$_____
d)	2XL	35	\$_____ /each	\$_____
e)	3XL	35	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 6				\$_____
7)	Men's Sweatpants			
a)	Medium	15	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	50	\$_____ /each	\$_____
d)	2XL	50	\$_____ /each	\$_____
e)	3XL	40	\$_____ /each	\$_____
f)	4XL	15	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	10	\$_____ /each	\$_____
SUB TOTAL ITEM 7				\$_____

8)	Unisex Sweatpants			
a)	Medium	5	\$_____ /each	\$_____
b)	Large	10	\$_____ /each	\$_____
c)	X-Large	15	\$_____ /each	\$_____
d)	2XL	15	\$_____ /each	\$_____
e)	3XL	10	\$_____ /each	\$_____
f)	4XL	5	\$_____ /each	\$_____
g)	5XL	5	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 8				\$_____
EVALUATED BID PRICE: ITEMS 1-8				\$_____

Item	Description	Estimate d Usage Amount (a)	Discount Percentage (b)	Discount (c) (a x b)	Firm price (d) (a-c)
9)	Miscellaneous: Men's Clothing and Shoes sold by supplier				
	Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____percent.	\$1000	_____ %	\$_____	\$_____
EVALUATED BID PRICE: ITEM 9					

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EVALUATED PRICE: ITEM 1-8	\$ _____
EVALUATED PRICE: ITEM 9	\$ _____
TOTAL EVALUATED BID PRICE, FIRM YEAR (1)	\$ _____

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OPTION YEAR 1

Item	Description	Estimated Annual Usages (a)	Firm Unit Prices (b)	Extended Price (a x b)
1)	Men's Jeans, Relaxed Fit or Boot Cut			
a)	28/32	5	\$_____ /each	\$_____
b)	28/34	5	\$_____ /each	\$_____
c)	30/32	10	\$_____ /each	\$_____
d)	30/34	5	\$_____ /each	\$_____
e)	32/32	30	\$_____ /each	\$_____
f)	32/34	10	\$_____ /each	\$_____
g)	34/32	30	\$_____ /each	\$_____
h)	34/34	10	\$_____ /each	\$_____
i)	36/32	30	\$_____ /each	\$_____
j)	36/34	10	\$_____ /each	\$_____
k)	38/32	20	\$_____ /each	\$_____
l)	38/34	10	\$_____ /each	\$_____
SUB TOTAL ITEM 1				\$_____

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2)	Men's Jeans, Relaxed Fit			
a)	40/32	10	\$_____ /each	\$_____
b)	40/34	10	\$_____ /each	\$_____
c)	42/32	10	\$_____ /each	\$_____
d)	42/34	10	\$_____ /each	\$_____
e)	44/32	10	\$_____ /each	\$_____
f)	44/34	10	\$_____ /each	\$_____
g)	46/32	10	\$_____ /each	\$_____
h)	46/34	10	\$_____ /each	\$_____
i)	48/32	5	\$_____ /each	\$_____
j)	48/34	5	\$_____ /each	\$_____
k)	50/32	5	\$_____ /each	\$_____
l)	50/34	5	\$_____ /each	\$_____
SUB TOTAL ITEM 2				\$_____
3)	Men's T-shirt			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	40	\$_____ /each	\$_____
c)	X-Large	45	\$_____ /each	\$_____
d)	2XL	45	\$_____ /each	\$_____
e)	3XL	45	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 3				\$_____

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4)	Men's Sweatshirt			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	40	\$_____ /each	\$_____
c)	X-Large	40	\$_____ /each	\$_____
d)	2XL	40	\$_____ /each	\$_____
e)	3XL	40	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 4				\$_____
5)	Men's Fall or Spring Jacket			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	35	\$_____ /each	\$_____
d)	2XL	35	\$_____ /each	\$_____
e)	3XL	35	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 5				\$_____

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6)	Men's Winter Jacket			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	35	\$_____ /each	\$_____
d)	2XL	35	\$_____ /each	\$_____
e)	3XL	35	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 6				\$_____
7)	Men's Sweatpants			
a)	Medium	15	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	50	\$_____ /each	\$_____
d)	2XL	50	\$_____ /each	\$_____
e)	3XL	40	\$_____ /each	\$_____
f)	4XL	15	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	10	\$_____ /each	\$_____
SUB TOTAL ITEM 7				\$_____

8)	Unisex Sweatpants			
a)	Medium	5	\$_____ /each	\$_____
b)	Large	10	\$_____ /each	\$_____
c)	X-Large	15	\$_____ /each	\$_____
d)	2XL	15	\$_____ /each	\$_____
e)	3XL	10	\$_____ /each	\$_____
f)	4XL	5	\$_____ /each	\$_____
g)	5XL	5	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 8				\$_____
EVALUATED BID PRICE: ITEMS 1-8				\$_____

Item	Description	Estimate d Usage Amount (a)	Discount Percentage (b)	Discount (c) (a x b)	Firm price (d) (a-c)
9)	Miscellaneous: Men's Clothing and Shoes sold by supplier				
	Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____percent.	\$1000	_____ %	\$_____	\$_____
EVALUATED BID PRICE: ITEM 9					

EVALUATED PRICE: ITEM 1-8	\$_____
EVALUATED PRICE: ITEM 9	\$_____
TOTAL EVALUATED BID PRICE, OPTION YEAR (1)	\$_____

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OPTION YEAR 2

Item	Description	Estimated Annual Usages (a)	Firm Unit Prices (b)	Extended Price (a x b)
1)	Men's Jeans, Relaxed Fit or Boot Cut			
a)	28/32	5	\$_____ /each	\$_____
b)	28/34	5	\$_____ /each	\$_____
c)	30/32	10	\$_____ /each	\$_____
d)	30/34	5	\$_____ /each	\$_____
e)	32/32	30	\$_____ /each	\$_____
f)	32/34	10	\$_____ /each	\$_____
g)	34/32	30	\$_____ /each	\$_____
h)	34/34	10	\$_____ /each	\$_____
i)	36/32	30	\$_____ /each	\$_____
j)	36/34	10	\$_____ /each	\$_____
k)	38/32	20	\$_____ /each	\$_____
l)	38/34	10	\$_____ /each	\$_____
SUB TOTAL ITEM 1				\$_____

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2)	Men's Jeans, Relaxed Fit			
a)	40/32	10	\$_____ /each	\$_____
b)	40/34	10	\$_____ /each	\$_____
c)	42/32	10	\$_____ /each	\$_____
d)	42/34	10	\$_____ /each	\$_____
e)	44/32	10	\$_____ /each	\$_____
f)	44/34	10	\$_____ /each	\$_____
g)	46/32	10	\$_____ /each	\$_____
h)	46/34	10	\$_____ /each	\$_____
i)	48/32	5	\$_____ /each	\$_____
j)	48/34	5	\$_____ /each	\$_____
k)	50/32	5	\$_____ /each	\$_____
l)	50/34	5	\$_____ /each	\$_____
SUB TOTAL ITEM 2				\$_____
3)	Men's T-shirt			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	40	\$_____ /each	\$_____
c)	X-Large	45	\$_____ /each	\$_____
d)	2XL	45	\$_____ /each	\$_____
e)	3XL	45	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 3				\$_____

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4)	Men's Sweatshirt			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	40	\$_____ /each	\$_____
c)	X-Large	40	\$_____ /each	\$_____
d)	2XL	40	\$_____ /each	\$_____
e)	3XL	40	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 4				\$_____
5)	Men's Fall or Spring Jacket			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	35	\$_____ /each	\$_____
d)	2XL	35	\$_____ /each	\$_____
e)	3XL	35	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 5				\$_____

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6)	Men's Winter Jacket			
a)	Medium	10	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	35	\$_____ /each	\$_____
d)	2XL	35	\$_____ /each	\$_____
e)	3XL	35	\$_____ /each	\$_____
f)	4XL	20	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 6				\$_____
7)	Men's Sweatpants			
a)	Medium	15	\$_____ /each	\$_____
b)	Large	30	\$_____ /each	\$_____
c)	X-Large	50	\$_____ /each	\$_____
d)	2XL	50	\$_____ /each	\$_____
e)	3XL	40	\$_____ /each	\$_____
f)	4XL	15	\$_____ /each	\$_____
g)	5XL	10	\$_____ /each	\$_____
h)	6XL	10	\$_____ /each	\$_____
SUB TOTAL ITEM 7				\$_____

8)	Unisex Sweatpants			
a)	Medium	5	\$_____ /each	\$_____
b)	Large	10	\$_____ /each	\$_____
c)	X-Large	15	\$_____ /each	\$_____
d)	2XL	15	\$_____ /each	\$_____
e)	3XL	10	\$_____ /each	\$_____
f)	4XL	5	\$_____ /each	\$_____
g)	5XL	5	\$_____ /each	\$_____
h)	6XL	5	\$_____ /each	\$_____
SUB TOTAL ITEM 8				\$_____
EVALUATED BID PRICE: ITEMS 1-8				\$_____

Item	Description	Estimate d Usage Amount (a)	Discount Percentage (b)	Discount (c) (a x b)	Firm price (d) (a-c)
9)	Miscellaneous: Men's Clothing and Shoes sold by supplier				
	Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____percent.	\$1000	_____%	\$_____	\$_____
EVALUATED BID PRICE: ITEM 9					

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EVALUATED PRICE: ITEM 1-8	\$ _____
EVALUATED PRICE: ITEM 9	\$ _____
TOTAL EVALUATED BID PRICE, OPTION YEAR (2)	\$ _____

ITEM	DESCRIPTION	PRICE
1)	EVALUATED BID PRICE: FIRM YEAR 1	\$ _____
2)	EVALUATED BID PRICE: OPTION YEAR 1	\$ _____
3)	EVALUATED BID PRICE: OPTION YEAR 2	\$ _____
TOTAL EVALUATED BID PRICE		\$ _____

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ANNEX "D"

STANDING OFFER USAGE REPORT

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510
Email: WST.PA-EDM@pwgsc-tpsgc.gc.ca .

Quarterly Usage Report Schedule:

- ☐ 1st quarter: April 1 to June 30;
- ☐ 2nd quarter: July 1 to September 30;
- ☐ 3rd quarter: October 1 to December 31;
- ☐ 4th quarter: January 1 to March 31.

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

SUPPLIER: _____

STANDING OFFER NO: _____

DEPARTMENT OR AGENCY: _____

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

☐ **NIL REPORT:** We have not done any business with the Federal Government this period.

PREPARED BY:

NAME: _____

PHONE: _____

SIGNATURE: _____

DATE: _____

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

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)