

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
 Travaux publics et Services gouvernementaux  
 Canada  
 Place Bonaventure, portail Sud-Oue  
 800, rue de La Gauchetière Ouest  
 7e étage, suite 7300  
 Montréal  
 Québec  
 H5A 1L6  
 FAX pour soumissions: (514) 496-3822

**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**  
 Travaux publics et Services gouvernementaux Canada  
 Place Bonaventure, portail Sud-Oue  
 800, rue de La Gauchetière Ouest  
 7e étage, suite 7300  
 Montréal  
 Québec  
 H5A 1L6

<b>Title - Sujet</b> RISO: Security access cards	
<b>Solicitation No. - N° de l'invitation</b> W0106-18J103/A	<b>Date</b> 2018-09-12
<b>Client Reference No. - N° de référence du client</b> W0106-18J103	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTA-625-15024
<b>File No. - N° de dossier</b> MTA-8-41034 (625)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-10-23</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lavoie, Corine	<b>Buyer Id - Id de l'acheteur</b> mta625
<b>Telephone No. - N° de téléphone</b> (514)207-4777 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE GARNISON ST-JEAN - BÂTIMENT 149 25, CHEMIN GRAND-BERNIER SUD ST-JEAN-SUR-LE-RICHELIEU Québec J0J 1R0 Canada	
<b>Security - Sécurité</b> 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**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	OCIR: Cartes d'accès sécuritaire Demande d'Offre à commandes - Cartes d'accès sécuritaire Période ferme: Date d'octroi au 31 juillet 2012 (3 ans) Utilisateur désigné: 5 Régiment de police Militaire de la 2e Division du Canada	W0106	W0106	1	Chaque	\$	XXXXXXXXXXXX			

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS .....	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	5
2.4 APPLICABLE LAWS.....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION .....	8
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	8
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	8
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS.....</b>	<b>9</b>
6.1 SECURITY REQUIREMENTS .....	9
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
<b>A. STANDING OFFER.....</b>	<b>9</b>
7.1 OFFER.....	9
7.2 SECURITY REQUIREMENTS .....	9
7.3 STANDARD CLAUSES AND CONDITIONS.....	9
7.4 TERM OF STANDING OFFER .....	10
7.5 AUTHORITIES .....	10
7.6 IDENTIFIED USERS.....	11
7.7 CALL-UP INSTRUMENT .....	11
7.8 LIMITATION OF CALL-UPS .....	11
7.9 FINANCIAL LIMITATION.....	12
7.10 PRIORITY OF DOCUMENTS .....	12
7.11 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
7.12 APPLICABLE LAWS (TO BE COMPLETED BY THE BIDDER) .....	12
<b>B. RESULTING CONTRACT CLAUSES.....</b>	<b>12</b>
7.1 REQUIREMENT .....	12
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.3 TERM OF CONTRACT .....	13
7.4 PAYMENT .....	13
7.5 INVOICING INSTRUCTIONS .....	14

Solicitation No. - N° de l'invitation  
W0106-18J103/A  
Client Ref. No. - N° de réf. du client  
W0106-18J103

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-8-41034

Buyer ID - Id de l'acheteur  
MTA625  
CCC No./N° CCC - FMS No./N° VME

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7.6	INSURANCE .....	14
7.7	SACC MANUAL CLAUSES .....	14
<b>ANNEX "A"</b>	.....	<b>15</b>
	REQUIREMENT .....	15
<b>ANNEX "B"</b>	.....	<b>18</b>
	BASIS OF PAYMENT .....	18
<b>ANNEX "C"</b>	.....	<b>19</b>
	MANDATORY TECHNICAL CRITERIA'S TO BE DEMONSTRATED.....	19
<b>ANNEX "D" TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b>	.....	<b>20</b>
	ELECTRONIC PAYMENT INSTRUMENTS .....	20
<b>ANNEX « E »</b>	.....	<b>21</b>
	COMPLETE LIST OF COMPANY BOARD OF DIRECTORS .....	21

## **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:

Annex A: Requirement;  
Annex B: Basis of Payment;  
Annex C: Mandatory Technical Criteria;  
Annex D: Electronic Payment Instruments;  
Annex E: Complete list of Board of Directors.

### **1.2 Summary**

- 1.2.1 Public Works and Government Services Canada on behalf of the Department of National Defense, St-Jean Garrison, for the 5<sup>th</sup> Military Police Regiment of 2<sup>nd</sup> Canadian Division, wishes to issue a Regional and Individual Standing Offer (RISO) for the procurement of security access cards iCLASS Corporate 1000 standard by the manufacturer of HID Global, as and when needed.

The term of the RISO will be from the date of issue of the RISO for a period of three (3) years.

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

### 1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

### 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.<sup>120</sup>

## 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.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

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

You must submit your offer, **by mail, in person or facsimile**, prior to the closing time and date:

**By mail or in person at the following address:**

Place Bonaventure, South-West Portal  
800, rue de la Gauchetière Ouest, Suite 7300  
Montréal, Québec H5A 1L6

**By facsimile, at the following number: (514) 496-3822**

## 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later **than seven (7) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## 2.4 Applicable Laws

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

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

Due to the nature of the RFSO, offers transmitted by epost Connect service and by facsimile will not be accepted.

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of 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**

Offerors must submit their financial offer in accordance with the **Annex "B" – Basis of Payment**.

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "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 (*if applicable*).

### **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

All offers must comply with all the mandatory requirements and meet all mandatory technical criteria to allow its proper evaluation. Failure to comply will render your offer non-receivable.

##### 4.1.1.1 Mandatory Technical Criteria (See Annex "C")

Please refer to Annex "C" which lists all the mandatory technical criteria to be demonstrated. These criteria's must be demonstrated by documents to be provided with your offer. Failure to comply will render your offer non-responsive.

Mandatory technical criteria's not to be demonstrated in Annex "C" remain mandatory technical criteria's to be met at Standing Offer award.

*Note:* Canada will evaluate only the documentation provided with an offer. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the offer.

#### 4.1.2 Financial Evaluation (See Annex "B")

Column E = unit prices of column C multiplied by the total of cards for column C + unit prices of column D multiplied by the total of cards for column D. See following example:

A	B	C	D	E
DESCRIPTION	ANNUAL QUANTITY (ESTIMATED)	FIRM UNIT PRICE FOR INTERVAL 1 TO 4,000 CARDS	FIRM UNIT PRICE FOR INTERVAL 4,001 TO 8,000 CARDS	TOTAL
<b>1<sup>ST</sup> YEAR OF STANDING OFFER</b> <i>(dates will be inserted at the time of issue of the Standing Offer)</i>				
Manufacturer HID Global standard Corporate 1000 iCLASS access cards (product number: 2000PG1MN), as described in Annex "A" - Requirement	8,000	\$ 15  (\$15 x 4,000 = \$60 000)	\$ 10  (\$10 x 4000 = \$40,000)	\$ 100,000  (\$60 000 + \$40,000)

**Total financial evaluation:** Sum of total prices for the three (3) years of Annex "B".

Firm unit prices must include all packaging, transportation and delivery charges.

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#### 4.1.2.1 SACC Manual Clauses

M0222T (2016-01-28), Evaluation of Price - Canadian/Foreign Offerors

Bidders are required to submit prices for column C and D for each of the 3 years of Annex "B" - Basis of Payment.

**Any offer submitted in foreign currency will be assessed in Canadian currency.** The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

#### 4.2 Basis of Selection

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

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

#### 5.1 Certifications Required with the Offer

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

##### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.2 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.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

There is no security requirement applicable to the Standing Offer.

## 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 Works and Government Services 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 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer (*to be completed at Standing Offer award*)**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

### **7.4.2 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Corine Lavoie  
Agente en approvisionnement  
Travaux publics et Services gouvernementaux Canada  
Direction générale des approvisionnements  
Région du Québec  
Adresse : 800 rue de la Gauchetière Ouest, Bureau 7300, Montréal (Qc), H5A 1L6

Téléphone : (514) 207-4777  
Télécopieur : (514) 496-3822  
Courriel : [corine.lavoie@tpsgc-pwgsc.gc.ca](mailto:corine.lavoie@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.

### **7.5.2 Project Authority (*to be completed at Standing Offer award*)**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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 all the technical content of the Work under the resulting Contract.

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### 7.5.3 Offeror's Representative (to be completed by the bidder)

The Contractor's representative for this contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: ***The Department of National Defense*** St-Jean Garrison, St-Jean-sur-Richelieu, Quebec.

### 7.7 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer

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.

### 7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

## 7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (***amount will be indicated at the issuance of the standing offer***) (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 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.

## 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2018-06-21), General Conditions - Goods (Medium Complexity)
- e) Annex "A", Requirement;
- f) Annex "B", Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 7.11 Certifications and Additional Information

### 7.11.1 Compliance

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

## 7.12 Applicable Laws (to be completed by the bidder)

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 \_\_\_\_\_.

## 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

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 will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 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 firm unit prices as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

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

**The Standing Offer will be awarded in Canadian currency.** The rate given by the Bank of Canada in effect on the tender closing date will be applied as a conversion factor.

#### 7.4.2 Multiple Payments

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

#### 7.4.3 Limitation of Price

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

#### 7.4.4 SACC Manual Clauses

C2000C (2007-11-30) – Taxes – Foreign-based Contractor

#### 7.4.5 Electronic Payment of Invoices – Call-up

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

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

## **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 cannot be submitted until all work identified in the invoice is completed.

**7.5.2** Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment:

St-Jean Garrison, Building 149  
25 chemin Grand-Bernier South  
St-Jean-sur-Richelieu (Quebec)  
J0J 1R0

## **7.6 Insurance**

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

## **7.7 SACC Manual Clauses**

A1009C (2008-05-12), Work Site Access

A9062C (2011-05-16), Canadian Forces Site Regulations

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

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## **ANNEX "A"**

### **REQUIREMENT**

#### **1. PURPOSE**

Provide, as required, secure access control cards with sequential numbers and a magnetic stripe from the manufacturer HID Global for the 5 Military Policy Regiment (5 MP Regt) – Electronic Protection/Detection Devices Section (EP/DDP) for 2 Canadian Division (2 Cdn Div), Department of National Defence (DND).

#### **2. BACKGROUND**

In order to control entry to certain 2 Cdn Div sites or buildings, manufacturer HID Global Multiclass iClass card readers are installed at various checkpoints. To access these checkpoints, we use manufacturer HID Global standard Corporate 1000 iCLASS access control cards. All these access cards have a unique sequential card number and magnetic stripe. These access cards are managed using Honeywell's Pro-Watch software; in this software, duplication of access card numbers is not permitted.

So that there is compatibility with existing systems, no alternative product to the access cards requested is acceptable. The cards provided must be manufacturer HID Global standard Corporate 1000 iCLASS cards and must have a unique sequential card number and magnetic stripe. As we use manufacturer HID Global card readers, we must use the same card technology to ensure the integrity of the product that we distribute to 2 Cdn Div members.

#### **3. DESCRIPTION OF DELIVERABLES**

##### **3.1 General**

The Offeror must provide, as required, standard Corporate 1000 iCLASS access control cards. The requirement includes delivery service.

##### **3.2 Mandatory Technical Specifications**

- 3.2.1 The access cards must be manufacturer HID Global standard Corporate 1000 iCLASS access cards (product number: 2000PG1MN).
- 3.2.2 The cards must be PVC
- 3.2.3 The cards must have a magnetic stripe to meet the requirements of other 2 Cdn Div units, such as kitchens and the gymnasium.
- 3.2.4 The cards must have a transmission frequency of 13.56 MHz.
- 3.2.5 The cards must have 125 kHz capacity.
- 3.2.6 The cards must have a memory or storage capacity of 2 kilobits (Kbps).

- 3.2.7 The dimensions of the cards must be 5.40 cm (2 1/8 inches) x 8.57 cm (3 3/8 inches) x 0.084 cm (1/32 inches)
- 3.2.8 Cards must be able to be used at temperatures ranging from -45C to 70C without breakage and without damage to the surface of the card.
- 3.2.9 The sequential numbers of the cards are as follows:
- a. H50666 cards – sequence must begin at 110 050
  - b. H51252 cards – sequence must begin at 500 001
  - c. Numbers must be recorded on the back of the card under the magnetic stripe (see item 6)

### 3.3 Delivery requirements

For security reasons, delivery [must be made with sign-off by the authorized representative for the call-up against the Standing Offer.](#)

DND estimates four (4) call-ups over a twelve (12) month period.

## 4. RESPONSIBILITY OF OFFEROR

- 4.1 The Offeror must manage the sequential numbers and ensure there are no duplicate sequential numbers in our access cards.
- 4.2 The Offeror must inform the Project Authority of any changes affecting the use of manufacturer HID Global sequential access control cards and magnetic stripes.

## 5. RESPONSIBILITY OF DND

DND authorized personnel will verify the cards upon receipt. If an anomaly is detected at that time, the delivery note will not be signed.

## 6. DELIVERY POINT

St-Jean Garrison, Building 149  
25 chemin Grand-Bernier South  
St-Jean-sur-Richelieu (Quebec)  
J0J 1R0

Solicitation No. - N° de l'invitation  
W0106-18J103/A  
Client Ref. No. - N° de réf. du client  
W0106-18J103

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-8-41034

Buyer ID - Id de l'acheteur  
MTA625  
CCC No./N° CCC - FMS No./N° VME

## 7. VISUAL SAMPLE OF THE CARD

Front



Back



Sequential  
numbers

**ANNEX "B"**  
**BASIS OF PAYMENT**

A	B	C	D	E
DESCRIPTION	ANNUAL QUANTITY (ESTIMATED)	FIRM UNIT PRICE FOR INTERVALS  1 TO 4,000 CARDS	FIRM UNIT PRICE FOR INTERVALS  4,001 TO 8,000 CARDS	TOTAL
<b>1<sup>ST</sup> YEAR OF STANDING OFFER</b> <i>(dates will be inserted at the time of issue of the Standing Offer)</i>				
Manufacturer HID Global standard Corporate 1000 iCLASS access cards (product number: 2000PG1MN), as described in Annex "A" - Requirement	8,000	\$	\$	
<b>2<sup>ND</sup> YEAR OF STANDING OFFER</b> <i>(dates will be inserted at the time of issue of the Standing Offer)</i>				
Manufacturer HID Global standard Corporate 1000 iCLASS access cards (product number: 2000PG1MN), as described in Annex "A" - Requirement	8,000	\$	\$	
<b>3<sup>RD</sup> YEAR OF STANDING OFFER</b> <i>(dates will be inserted at the time of issue of the Standing Offer)</i>				
Manufacturer HID Global standard Corporate 1000 iCLASS access cards (product number: 2000PG1MN), as described in Annex "A" - Requirement	8,000	\$	\$	
<b>TOTAL of 1<sup>st</sup> + 2<sup>nd</sup> + 3<sup>rd</sup> year</b>				\$

**Note:**

1. Firm unit prices must include all packaging, transportation and delivery charges.
2. All prices must include customs duties
3. Applicable taxes are extra.
4. There is no minimum guaranteed quantity.

## ANNEX "C"

### MANDATORY TECHNICAL CRITERIA'S TO BE DEMONSTRATED

The Offeror must demonstrate how the proposed product complies with each mandatory technical criteria mentioned below.

No.	Mandatory technical criteria	Reference: Please specify where can be found these items within your technical/descriptive documents and/or technical literature/notes.
3.2.1	The access cards must be manufacturer HID Global standard Corporate 1000 iCLASS access cards (product number: 2000PG1MN).	
3.2.2	The cards must be PVC.	
3.2.3	The cards must have a magnetic stripe to meet the requirements of other 2 Cdn Div units, such as kitchens and the gymnasium.	
3.2.4	The cards must have a transmission frequency of 13.56 MHz.	
3.2.5	The cards must have 125 kHz capacity.	
3.2.6	The cards must have a memory or storage capacity of 2 kilobits (Kbps).	
3.2.7	The dimensions of the cards must be 5.40 cm (2 1/8 inches) x 8.57 cm (3 3/8 inches) x 0.084 cm (1/32 inches)	
3.2.8	Cards must be able to be used at temperatures ranging from -45C to 70C without breakage and without damage to the surface of the card.	
3.2.9	The sequential numbers of the cards are as follows: a. H50666 cards – sequence must begin at 110 050 b. H51252 cards – sequence must begin at 500 001 c. Numbers must be recorded on the back of the card under the magnetic stripe (see Annex "A")	

Solicitation No. - N° de l'invitation  
W0106-18J103/A  
Client Ref. No. - N° de réf. du client  
W0106-18J103

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-8-41034

Buyer ID - Id de l'acheteur  
MTA625  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "D"**

### **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);

Solicitation No. - N° de l'invitation  
W0106-18J103/A  
Client Ref. No. - N° de réf. du client  
W0106-18J103

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTA-8-41034

Buyer ID - Id de l'acheteur  
MTA625  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX « E »**

**COMPLETE LIST OF COMPANY BOARD OF DIRECTORS**

**NOTE TO BIDDERS**

**WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

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**PBN (PROCUREMENT BUSINESS NUMBER):** \_\_\_\_\_