

CANADIAN HERITAGE
REQUEST FOR PROPOSALS

REQUEST NUMBER: 10181115

TITLE OF PROJECT: Winter tent rentals for Winterlude

REQUEST DATE: October 31, 2018

CLOSING DATE AND TIME: December 10, 2018, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Joelle Thériault
Procurement and Contract Specialist
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: (819) 994-5122
E-mail: PCH.contracts-contracting.PCH@canada.ca

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the **Statement of Work** attached hereto as **Annex "A"**. The services are to be performed during the period commencing upon the date of award of the Standing Offer, for a duration of one (1) year, with the possibility of extending the period of the Standing Offer by up to three (3) additional one (1) year periods, as detailed in the Statement of Work.

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the work and addressed to the undersigned will be received up to **14:00 hours, (2 p.m.) EST: December 10, 2018, at:**

Mail room / Bid Receiving
RFP: 10181115
Attention: Joelle Thériault
15 Eddy Street, 2nd Floor (15.2.C)
Gatineau, Quebec
K1A 0M5

It is the Bidder's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

Bidders submitting a proposal are also requested to complete the Offer of Services attached at Annex "E".

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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 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Mandatory Evaluation Criteria, the Basis of Payment, the Insurance Requirements, Form 942 – Call-up against a Standing Offer and the Offer of Services Form.

1.2 Summary

Canadian Heritage (PCH) has a requirement to establish a standing offer for the rental of tents to meet Winterlude programming needs in the National Capital region.

The standing offer agreement stemming from this request will aim to acquire winter tents for these events and their operations.

The standing offer will be for a one-year term with the option to extend it for three (3) additional one-year periods.

If the Offeror wishes to propose articles equivalent to what was requested, they must meet the technical requirements described in Attachment 1 to Annex A. Requests for equivalency must be submitted to the Standing Offer Authority at least fifteen (15) calendar days before the Request for Standing Offer closing date.

1.2.1 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization – Agreement on Government Procurement (WTO-AGP), Canada-EU Comprehensive Economic and Trade Agreement

(CETA), the *North American Free Trade Agreement (NAFTA)*, the Canada-Chile Free Trade Agreement, the Canada-Colombia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru and the Canada Free Trade Agreement (CFTA).

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.

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 Canadian Heritage (PCH) Bid Receiving Unit by the date and time indicated on page 1 of the RFSO.

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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.

2.5 Applicable Laws

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

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

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 (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (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](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 Annex C, Basis of Payment.

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

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria set out in Annex "B", to be declared responsive.

4.1.2 Financial Evaluation

For financial evaluation purposes, the cost is calculated by adding the total costs submitted for each article (A1, B1 to B16, C1 to C3), for the four (4) years potentially covered by the Standing Offer (including the initial period and 3 option years). Calculations will be made by the Contracting Authority based on the rates submitted by the Contractor in the Basis of Payment set out in Annex "C." The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB Destination, Canadian customs duties and excise taxes included.

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Bidders should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a bidder may have been recommended for contract award, issuance of any contract will be contingent upon internal approval. If such approval is not given, no contract will be awarded.

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/canada-labour) 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.

5.2.3 Insurance Requirements

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

A6.1 Offer

A6.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

A6.2 Security Requirements

A6.2.1 There is no security requirement applicable to the Standing Offer.

A6.3 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.

A6.3.1 General Conditions

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

A6.4 Term of Standing Offer

A6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____. *(to be completed at contract award).*

A6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) periods of one (1) year each, 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

A6.5 Authorities

A6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Joelle Thériault
Procurement and Contract Specialist
Canadian Heritage
Contracting and Material Management Directorate

Telephone: 819-994-5122

E-mail address: PCH.contracts-contracting.PCH@canada.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.

A6.5.2 Project Authority

(to be completed at contract award).

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.

A6.5.3 Offeror's Representative

(to be completed at contract award).

A6.6 Proactive Disclosure of Contracts with Former Public Servants

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

A6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Canadian Heritage (PCH).

A6.8 Call-up Procedures

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this SO.
- d) Only Authorized Call-ups to be Accepted: The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this Standing Offer outlined below.

A6.9 Call-up Instrument

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call-up Against a Standing Offer.

A6.10 Non-Standing Offer Items

Identified Users may incorporate within the call-up up to a total of \$5,000.00 excluding applicable taxes, of non-Standing offer items.

A6.11 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 2010C (2018-06-21), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex C, Basis of Payment;
- g) Annex D, Insurance Requirements;
- h) the Offeror's offer dated _____ (*insert date of offer*).

A.6.12 Certifications and Additional Information

A.6.12.1 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.

A.6.13 Applicable Laws

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

A.6.14 Insurance Requirements

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

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

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

A.6.15 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written

communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

A.6.16 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

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.

B6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

B6.2 Standard Clauses and Conditions

B6.2.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

B6.3 Term of Contract

B6.3.1 Period of the Contract

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

B6.4 Proactive Disclosure of Contracts with Former Public Servants

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

B6.5 Payment

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex "C", for Work performed under the Call-up against the Standing Offer.

B65.1 Limitation of Expenditure

- a) The Contractor will be paid for Work performed under each approved Call-up, in accordance with the Basis of Payment at Annex "C" of the Standing Offer.
- b) Canada's total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

B6.6 Invoicing Instructions

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

- a) The original must be forwarded to the Project Authority specified in each Call-up.

B6.7 Insurance Requirements

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

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

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

ANNEX "A"

STATEMENT OF WORK

1. SCOPE

1.1 Title

Winter tent rental for Winterlude.

1.2 Introduction

The Capital Experience Branch of Canadian Heritage (PCH) is mandated to lead activities in the National Capital Region (NCR) and to make the NCR a symbol of unity and pride. The Capital Experience Branch carries out many events in the NCR.

Winterlude is a winter festival held in Ottawa and Gatineau over the first three weekends in February. It enlivens the Nation's Capital with winter outdoor activities and events on and near the Rideau Canal Skateway.

Held since 1979, Winterlude, has grown into an international event that attracts hundreds of thousands of visitors.

1.3 Purpose of Requirement

Canadian Heritage (PCH) is seeking the services of a supplier for the rental of structural winter tents to meet programming needs. The tents will be used for various components of Winterlude programming at the official sites in Ottawa and Gatineau.

PCH is seeking a Contractor to provide all of the equipment, hardware, materials, shipping and labour required to install, maintain and dismantle the proposed tents. PCH complies with the various Canadian federal rules and standards, and the Contractor must therefore demonstrate its compliance therewith by submitting the necessary certificates and attestations. Please refer to **Annex C and Attachment 1 to Annex A** for a description of requirements, specifications and standards.

The Standing Offer will be for a one-year period with an option to extend it for three additional one-year periods.

2. REQUIREMENTS

2.1 Tasks, Activities, Deliverables and Milestones

The Contractor must be able to supply the required tents, install them near the end of January and dismantle them in mid-February. The Contractor must also be able to provide for transportation of equipment and labour. The Contractor must also be able to report to the sites quickly in the event of breakage, required repairs or any other health and safety issue. The Contractor must possess the necessary inventory to install the tents according to the specifications set out in Attachment 1 to Annex A.

2.2 Technical, Operational and Organizational Environment

The tents will be erected outdoors on frozen ground that is flat, but not perfectly level. The installation work may occur at different times (e.g., one tent mounted three weeks before the beginning of Winterlude and the others installed one week in advance).

The dates indicated for the installation and dismantlement of Winterlude and for some other events still need to be determined and are only used as a reference. These dates are affected by weather conditions and may be postponed without advance notice. The chosen Offeror will receive a detailed schedule before the holding of each event.

Moreover, the Contractor must work with specific site plans and comply with all regulations applicable to each site.

2.3 Method of Approval and Approving Authority

Service and cost estimates: Based on the list of requirements, estimate the cost of goods and services required to complete the work in accordance with the price list submitted in the Request for Standing Offer. PCH reserves the right to adjust quantities based on requirements.

No financial penalty may be applied in the event that cancellations are required and requested at least 24 hours prior to the scheduled date and time of installation.

Once completed, all installation work **must be verified by the PCH Project Authority** to confirm its safety and quality.

2.3.1 Proposed Products

The Offeror must provide tents with the following characteristics:

- a) White in colour;
- b) Hoecker or an equivalent brand (the equivalency must be verified and approved by PCH);
- c) Written certification that the structures are capable of withstanding winter conditions including wind and snow loads, as described in Attachment 1 to Annex A;
- d) The exact dimensions of the tents proposed by the Offeror for each tent. Tents must comply with the dimensions specified in Annex C;
- e) A detailed description of doors and their possible locations in each tent;
- f) A description of the safety equipment to be installed in each tent to comply with the various regulations referred to in Attachment 1 of Annex A;
- g) A description of the lighting system used for each of the tents where necessary;
- h) The amperage distribution for the amount of electricity required for lights for each of the tents;
- i) A plan for each tent together with a supporting certificate;
- j) Identification of anchor points to reflect the maximum interior loadbearing capacity of the tent, for each tent.

3. OTHER CONDITIONS

3.1 Heating

PCH will provide forced-air heating units supplied by a third party. The heating units will be placed near ground level at various locations outside the tents. The contractor must be able to make openings in some tent walls to allow the entry of forced-air conduits and maintain these walls for the duration of the agreement.

PCH anticipates a need to heat one tent on the Gatineau side. Needs will be identified in call-ups under a Standing Offer.

3.2 Schedule

Tents must be installed and operational at various times prior to the event. Sites will be available to begin the assembly work at least five days prior to the scheduled dates of operation.

The Offeror will be informed of Winterlude Installation dates no later than December 15 each year.

3.3 Emergency Service

The Offeror must provide PCH with an emergency number and the name of an emergency contact available at all times during the tent installation period.

The Offeror must also respond to emergency calls from the PCH representative within one hour of the call and must be able to report to the site within three hours, as needed.

At PCH's request, the Offeror must perform a mandatory site visit to assess the situation if forecasted winds exceed the tent's capacity. An inspection will be required to assess any possible changes to the construction caused by any climate change that exceeds the tent specifications.

3.4 PCH's Obligations

1. Provide the Offeror with event dates no later than December 15 each year;
2. Provide the required number and size of tents no later than 30 days before the start of assembly activities each year. Quantities and sizes may vary from one year to another;
3. Provide a site conducive to installation work, i.e., snow removal and minor de-icing prior to erecting the tents;
4. Locate underground utilities at potential tent locations;
5. Provide a heating system;
6. Provide an installation schedule no later than December 15 each year;
7. Provide a plan showing openings in each of the tents (doors and heating conduits) no later than December 15 each year.

3.5 Offeror's Obligations

1. Provide technical plans and specifications showing construction details, together with a written certificate of compliance confirming that each tent has been built according to the plan. The plan must be prepared by a structural engineer;
2. Provide certified attestations showing that the tents and materials meet the standards and criteria described in Annex C and Attachment 1 to Annex A;
3. Be available to meet with the site's Technical Authority prior to tent installation;
4. Be available to respond to emergency calls at all times within a maximum of one hour for as long as the tents remain at the sites;
5. Provide suspended ventilation (or other) options in heated tents to ensure proper air circulation and exhaust of tents;
6. Provide wall brackets to hang items such as backdrops and signage on interior tent beams. Based on the number of tents required under this Request, we estimate a need for approximately 50 brackets;

7. Provide ambient lighting inside tents for evening use; lighting must meet the standards of the Illuminating Engineering Society of North America (IESNA);
8. Provide the necessary emergency equipment to comply with the fire and emergency code in force in the jurisdiction where the tents are installed. These items include, but are not limited to, extinguishers and illuminated emergency exit signs.

3.6 Language of Work

English or French.

No specific language is required because the Offeror will not be in contact with the public.

3.7 Occupational Health and Safety Requirements

To fulfill its mandate with the Department, the Offeror must comply with federal, provincial and municipal occupational health and safety laws and regulations. Should federal, provincial and municipal provisions differ, the Offeror must comply with the most stringent provisions. All work sites are considered “**construction sites**” under federal, provincial and municipal laws and regulations and are subject to federal, provincial and municipal laws and regulations pertaining to occupational health and safety in the construction industry.

The Offeror is responsible for costs related to complying with federal, provincial and municipal laws and regulations pertaining to occupational health and safety (including in the construction sector).

ANNEX “B”
MANDATORY EVALUATION CRITERIA

MANDATORY EVALUATION CRITERIA: The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror to meet a mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

MANDATORY CRITERIA: RENTAL OF TENTS FOR WINTERLUDE				
MANDATORY		Met	Not Met	Cross-Reference in the Offer
M1	The Offeror must have a minimum of 5 years of experience in the delivery, installation and dismantling of temporary tents.			
M2	The Offeror must provide 1 reference (name and telephone number) to confirm its experience in setting up tents during the winter.			
M3	The Offeror must provide an inventory of tents that meets the requirements of Attachment 1 to Annex A.			
M4	The Offeror must demonstrate its capacity to respond to emergency calls from the Technical Authority within 1 hour and to provide on-site emergency services within 3 hours of the initial call.			
M5	The Offeror must provide confirmation that the tents meet the structural and safety specifications indicated in Attachment 1 to Annex “A.” The Offer must also provide written certifications in the form of official certified documents, photocopies or photos of certifications if they are affixed to the tents.			

ANNEX "C"

BASIS OF PAYMENT

The Contractor will receive payment in accordance with the following terms and conditions of payment for work performed under the Standing Offer.

All deliverables are FOB destination, and applicable Canadian customs duties are included, and applicable taxes are extra.

The rates below include transportation, delivery, installation, inspection and dismantlement.

1.0 TENT RENTAL COSTS

Tents may be installed on various surfaces that require anchoring with the use of stakes driven into the ground. The costs quoted must comprise fixed unit costs for the duration of Winterlude. PCH will use this rating grid to make call-ups against the Standing Offer.

A- Tent for the National Capital Region, on the Gatineau side

It is estimated that 1 tent will be required per event. Exact quantities will be confirmed in each call-up. The Contractor must be able to provide a tent with the following dimensions:

Article Number	Tent Dimensions	Type of Tent and Accessories	Year	Unit Cost for the Duration of the Event
A1	65' x 80'	A-frame style	Initial	
		2 commercial aluminum doors (min. 1.82 metres)	Option 1	
		1 heating intake and 1 exhaust opening	Option 2	
		Ambient lighting and emergency exits	Option 3	

B – Tents for the National Capital Region, on the Ottawa side

It is estimated that a total of two tents will be required per event. Exact quantities will be confirmed in each call-up. Contractor must be able to provide tents with the following dimensions:

Article Number	Tent Dimensions	Type of Tent and Description	Year	Unit Cost for the Duration of the Event
B1	30' x 20'	A-frame style	Initial	
		Wall only,* no lighting / heating accessories.	Option 1	
			Option 2	
			Option 3	
B2	30' x 30'	A-frame style	Initial	
		Wall only,* no lighting / heating accessories.	Option 1	
			Option 2	
			Option 3	

B3	30' x 40'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B4	30' x 50'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B5	30' x 60'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B6	30' x 70'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B7	30' x 80'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B8	40' x 30'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B9	40' x 45'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B10	40' x 60'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B11	40' x 75'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B12	40' x 90'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B13	40' x 105'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	

			Option 3	
B14	40' x 120'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B15	40' x 135'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	
B16	40' x 150'	A-frame style Wall only,* no lighting / heating accessories.	Initial	
			Option 1	
			Option 2	
			Option 3	

*Requires a minimum of one moveable wall to have access inside the tent.

2.0 RENTAL COSTS OF ACCESSORIES

The following costs are the unit costs of accessories **and will be taken into consideration** in the financial evaluation. PCH may make adjustments to the required needs using this rate schedule. Identification of these costs does not place PCH under any obligation to use these additional accessories.

Article Number	Description	Year	Unit Cost for the Duration of the Event
C1	Wall brackets (brackets) <i>(unit cost of needs exceeding the 50 units described in the Statement of Work)</i>	Initial	
		Option 1	
		Option 2	
		Option 3	
C2	Commercial aluminium door (minimum 1.82 meters) <i>(unit cost of needs exceeding the requirements of the tent located in Gatineau, described in the Statement of Work).</i>	Initial	
		Option 1	
		Option 2	
		Option 3	
C3	Ceiling fan	Initial	
		Option 1	
		Option 2	
		Option 3	

For financial evaluation purposes, the cost is calculated by adding the total costs submitted for each article (A1, B1 to B16, C1 to C3), for the 4 years potentially covered by the Standing Offer (including the initial period and 3 option years). Calculations will be made by the Contracting Authority based on the rates submitted by the Contractor in the Basis of Payment set out in Annex "C." The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB Destination, Canadian customs duties and excise taxes included.

ANNEX "D"**INSURANCE REQUIREMENTS**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

ANNEX "E"
OFFER OF SERVICES
REQUEST FOR PROPOSALS 10181115

<i>(to be filled in by Bidder)</i>	
Bidder's full legal name	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>	
Bidder's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
Integrity Provisions (as per Part 5 of the bid solicitation)	Declaration of Convicted Offences Integrity Declaration Form (to be completed only when you meet all three of the following conditions): <ol style="list-style-type: none"> 1. You are a government supplier 2. You, one of your affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada and to the best of your knowledge and belief, the offence may be similar to one of the listed offences in the <i>Ineligibility and Suspension Policy</i> 3. You are unable to provide any of the certifications required by the integrity provisions. Click here to complete the form and instructions for its submittal.

	<p>Required Documentation</p> <p>Section 17 of the <i>Ineligibility and Suspension Policy</i> (http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:</p> <ul style="list-style-type: none"> - Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors - Privately owned corporations must provide a list of the owners' names - Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners - Suppliers that are a partnership do not need to provide a list of names <p>Suppliers may use this form to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the form online, print, sign and attach it to the bid.</p>
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in Part 6 -Resulting contract clauses, included in the bid solicitation. 	
<p>Signature of Authorized Representative of Bidder</p>	

ANNEXE « F »
FORM 942 – CALL-UP AGAINST A STANDING OFFER

Item No. Article n°		Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
<p>Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.</p>							

ATTACHMENT 1 OF ANNEX A

SPECIFICATIONS AND STANDARDS

Note: A tent which does not meet the minimum safety and structural criteria listed below will be automatically disqualified from the evaluation process.

If the Offeror wishes to propose a tent of a brand other than Hoecker, it must meet all the same requirements as in this document. All requests for equivalency must be submitted to the standing offer authority no later than 15 calendar days before the closing date of the Request for Standing Offers.

Dimension/size	<ul style="list-style-type: none"> a) A-frame style tents of the specified dimensions; b) Hoecker brand or an <u>equivalent</u>* (include specific details for tents you consider equivalent); c) Solid walls (no windows); d) Structural configuration left to the Contractor's discretion, subject to the above-mentioned terms and conditions.
Height	<ul style="list-style-type: none"> a) Minimum clearance height must be 2.5 metres.
Doors/access	<ul style="list-style-type: none"> a) Where required, 2 double doors must create an opening of 182 centimeters wide, opening to the exterior. One entrance must be accessible to persons with reduced mobility in accordance with the standards in force; b) The tent must be able to accommodate doors on any side; c) The identification of emergency exits is the supplier's responsibility.
Lighting	<ul style="list-style-type: none"> a) Must be installed in the upper portion of the tent; b) Must be powerful enough for night use.
Ventilation	<ul style="list-style-type: none"> a) Capable of accommodating hanging fans or ground fans to prevent overheating at the roof.
Appearance and maintenance	<ul style="list-style-type: none"> a) Must be white, waterproof, clean and in excellent condition; b) Must not be damaged in any way.
Safety and structure	<ul style="list-style-type: none"> a) Fabric flame resistance certificate in accordance with the N.F.P.A.-701. and CAN/ULC-S109-M standards; b) Provide and install the required safety equipment in accordance with the applicable regulations (extinguishers, emergency exit signage, etc.); c) Must comply with the FCC No.301-1982 Standard for Construction Operations, National Building Code of Canada 1995 (NBC); d) Structural installation and anchor installation must comply with manufacturers' standards applicable in Canada; Structure must be able to withstand the following winter loads, established and weighted in accordance with the NBC: <ul style="list-style-type: none"> i) Wind load: design speed of 86 km/h for external pressure of 0.37 kPa. Internal pressure must be determined according to tent configuration; ii) Snow/rain load: 2.2 kPa balanced and 2.5 kPa unbalanced.

*Equivalents

All requests for approval of products (tents) equivalent to those requested must be submitted along with technical data no later than 15 calendar days prior to the closing date of the Request for Standing Offers.