



This bid solicitation cancels and supersedes previous bid solicitation number G9292-178624/A dated November 28, 2017 with a closing of January 9, 2018 at 2pm. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	3
1.4 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS) .....	3
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS .....	5
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	5
2.4 APPLICABLE LAWS.....	5
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	10
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	10
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b></b>
<b>A. STANDING OFFER .....</b>	<b></b>
6.1 OFFER.....	
6.2 SECURITY REQUIREMENTS .....	
6.3 STANDARD CLAUSES AND CONDITIONS.....	
6.4 TERM OF STANDING OFFER .....	
6.5 AUTHORITIES .....	
6.6 IDENTIFIED USERS.....	
6.7 CALL-UP INSTRUMENT.....	
6.8 LIMITATION OF CALL-UPS .....	
6.9 PRIORITY OF DOCUMENTS .....	
6.10 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	
6.11 APPLICABLE LAWS.....	
6.12 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS) .....	
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b></b>
6.1 STATEMENT OF WORK OR REQUIREMENT .....	
6.2 STANDARD CLAUSES AND CONDITIONS.....	

---

6.3	TERM OF CONTRACT .....
6.4	PAYMENT .....
6.5	INVOICING INSTRUCTIONS .....
6.6	SACC <i>MANUAL</i> CLAUSES .....
<b>ANNEX A - REQUIREMENTS .....</b>	
<b>ANNEX A1 - PICTURES.....</b>	
<b>ANNEX B - PRICING .....</b>	

---

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

- 1.2.1 Service Canada and his Passport program have a requirement for a Regional Individual Standing Offer (RISO) for the supply of Plastic bags as detailed herein. This requirement is for an initial period of two (2) years from the effective date of the Standing Offer with an option to extend the offer by two (2) additional periods of one (1) year.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA) and Canada-European Union Comprehensive Economic and Trade Agreement (CETA).
- 1.2.3 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the

---

results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

#### **1.4 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## **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: Sixty (60) days

Insert: Ninety (90) 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.

### **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 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**

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

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (one (1) hard copy)  
Section II: Financial Offer (one (1) hard copy)  
Section III: Certifications (one (1) hard copy)  
Section IV: Additional Information (one (1) hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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 Basis of Payment detailed in Part 6B and in Annex B - Pricing.

**3.1.2 Electronic Payment of Invoices - Offer**

Canada requests that Offerors complete option 1 or 2 below:

1. ( ) Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument(s) are accepted:
  - ( ) VISA Acquisition Card;
  - ( ) MasterCard Acquisition Card;
  - ( ) Direct Deposit (Domestic and International);
  - ( ) Electronic Data Interchange (EDI);
  - ( ) Wire Transfer (International Only);
  - ( ) Large Value Transfer System (LVTS) (Over \$25M)
2. ( ) Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by Electronic Payment Instruments. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

**3.1.3 Exchange Rate Fluctuation**

SACC Reference	Title	Date
C3011T	Exchange Rate Fluctuation	2013-11-06

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

**Section IV: Additional Information**

Canada requests that the Offerors provide the following information:

**3.1.4 Best Delivery Date - Bid**

While mandatory delivery is requested within eight (8) weeks from receipt of a call-up document against the Standing Offer, the best delivery that could be offered is as follows:

- Item 1 - within \_\_\_\_\_ calendar days/weeks from receipt of a call-up against the Standing Offer.  
Item 2 - within \_\_\_\_\_ calendar days/weeks from receipt of a call-up against the Standing Offer.  
Item 3 - within \_\_\_\_\_ calendar days/weeks from receipt of a call-up against the Standing Offer.

**3.1.4.1 Mandatory Delivery**

Bidder must propose delivery dates that meet the mandatory delivery date found in paragraph 3.1.4. If the delivery date proposed does not meet the requirements of the bid solicitation, the bid will be declared non-responsive.



### **3.1.5 Offerors Representatives**

Canada requests that Offerors provide information for the contact person responsible for:

#### **General enquiries**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### **Delivery follow-up**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Samples**

The Offeror must provide two (2) samples of each item to the Contracting Authority, transportation charges prepaid, and without charge to Canada, with its offer. The samples submitted by the Offeror will remain the property of Canada and will not be considered as part of the deliverables in any resulting call-up against the Standing Offer.

##### **4.1.1.2 Mandatory Technical Evaluation Criteria**

The two (2) samples of item 1 will be evaluated against the technical requirement b) to h) in accordance with Annex A- Requirements.

The two (2) samples of item 2 will be evaluated against the technical requirement b) to f) in accordance with Annex A- Requirements.

The two (2) samples of item 3 will be evaluated against the technical requirement b) to h) in accordance with Annex A- Requirements.

If the sample does not meet the requirements of the Request for Standing Offer the bid will be declared non-responsive.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Evaluation Criteria**

Offerors must submit firm unit prices for all items for the initial period and the extended period. The price of the offer must be in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra.

##### **4.1.2.2 Aggregate Evaluated Price**

For each item, all firm prices for all quantity ranges for all years will be averaged and the average price will be multiplied by the estimated usage per year to determine a total price per item. The sum of all total prices per item will determine the aggregate evaluated price of the offer.

### **4.2 Basis of Selection**

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

Only one (1) offer 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 Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable, 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 *Ineligibility and Suspension Policy* (<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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Product Conformance

The Offeror certifies that all goods proposed conform, and will continue to conform throughout the duration of the standing offer, to the requirement detailed in Annex A – Requirement.

\_\_\_\_\_  
Offeror's authorized representative signature

\_\_\_\_\_  
Date

#### 5.2.3.2 General Environmental Criteria Certification

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

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

\_\_\_\_\_  
Offeror's Authorized Representative Signature

\_\_\_\_\_  
Date

Or,

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

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

<b>Green Practices within the Offerors' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Offeror's Authorized Representative Signature

\_\_\_\_\_  
Date

---

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

The Offeror offers to fulfill the requirement in accordance with Annex A - Requirements.

#### **6.2 Security Requirements**

There is no security requirement applicable to the Standing Offer.

#### **6.3 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>) issued by Public Works and Government Services Canada.

##### **6.3.1 General Conditions**

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

Clause 2005 04, Offer is amended as follows:

**Delete:** In its entirety.

**Insert:**

1. The Offeror offers to provide and deliver to Canada the goods or services or combination of goods and services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when Identified Users listed in the Standing Offer may request those goods or services or combination of goods and services, in accordance with the conditions listed at subsection 2 below.
2. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only when those goods or services or combination of goods and services have been requested, provided that the Call-ups is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from Call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada may require that the purchase of goods or services or combination of goods and services listed in the Standing Offer be made using an electronic purchasing tool. Unless otherwise specified in the Standing Offer, Canada will provide the Offeror at least three calendar months' notice before imposing this requirement;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

Clause 2005 05, call-ups is amended as follows:

**Delete:** In its entirety.

**Insert:**

If applicable, Identified Users will use the form included in the Standing Offer to order goods or services or combination of goods and services. Requests for goods or services or combination of goods and services may also be initiated through telephone calls, facsimiles, emails, etc. or by using Canada acquisition cards (Visa or MasterCard).

---

Call-ups ordered and paid for with Canada acquisition cards (Visa and MasterCard), including Call-ups made by telephone calls must be confirmed in writing through emails, facsimiles or other means, and must be in accordance with the terms and conditions and at the prices stipulated in the Standing Offer.

### **6.3.2 Periodic Usage Reports - Standing Offer**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in an electronic format (MS Excel) in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

First quarter: April 1 to June 30;

Second quarter: July 1 to September 30;

Third quarter: October 1 to December 31;

Fourth quarter: January 1 to March 31.

The reporting requirements includes, but is not limited to, the following information:

- a) Standing Offer Number;
- b) Standing Offer Title and Description;
- c) Call-up number
- d) Invoice date and number
- e) Location of delivery
- f) Reporting Period (Quarter and Per Fiscal Year);
- g) Total Number of Orders and associated value (applicable taxes included) for the Reporting Period (Quarter);
- h) Total Number of Orders and associated value (applicable taxes included) (Per Fiscal Year);
- i) Total Number of Orders and associated value (applicable taxes included) (For the duration of the Standing Offer)
- j) Item number and description;
- k) Total quantity of each Item ordered (Per Quarter, Per Fiscal Year and for the Duration of the Standing Offer).

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

### **6.3.3 Standing Offers - Final Report**

On completion or termination of the Regional Individual Standing Offer (RISO), the Offeror must produce a detailed final report with all cumulative data of the call-ups. Data must also include all purchases paid for by a Government of Canada Acquisition Card.

The final report must be completed and forwarded electronically to the Standing Offer Authority, no later than thirty (30) calendar days after the end of the completion or the set-aside of the Standing Offer.

---

## 6.4 Term of Standing Offer

### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the effective date to **to be inserted by PWGSC.**

### 6.4.2 Extension of Standing Offer

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

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### 6.4.3 Delivery Point

Delivery of the requirement will be made to delivery point(s) specified at Annex A - Requirements of the Standing Offer.

## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Annie Therien

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Industrial Vehicles, Machinery Products and Logistics Division – HS

Building L'Esplanade Laurier, East Tower

140 O'Connor, Street

Ottawa, Ontario K1A 0R5

Telephone: 613-297-3541

E-mail address: [annie.therien@pwgsc-tpsgc.gc.ca](mailto:annie.therien@pwgsc-tpsgc.gc.ca)

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

### 6.5.2 Procurement Authority

The Procurement Authority for the Standing Offer is:

Name: **To be inserted by PWGSC**

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

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

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

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

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

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

### 6.5.3 Technical Authority

The Technical Authority for the Standing Offer is:

Name: **To be inserted by PWGSC**

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

---

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

#### **6.5.4 Offeror's Representative**

##### **General enquiries**

Name: **To be inserted by PWGSC**

Telephone No.:

Facsimile No.:

E-mail address:

##### **Delivery follow-up**

Name: **To be inserted by PWGSC**

Telephone No.:

Facsimile No.:

E-mail address:

#### **6.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: **to be inserted by PWGSC.**

#### **6.7 Call-up Instrument**

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

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

or

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



---

## **6.8 Limitation of Call-ups**

For Identified Users, Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

Requirement exceeding \$40,000.00 (Applicable Taxes included) must be submitted to PWGSC Standing Offer Authority.

## **6.9 Priority of Documents**

If there is a discrepancy between the wordings 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)
- (e) Annex A - Requirements;
- (f) Annex B - Pricing;
- (g) the Offeror's offer dated (to be inserted by PWGSC) as amended on (to be inserted by PWGSC)

## **6.10 Certifications and Additional Information**

### **6.10.1 Compliance**

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

### **6.10.2 Minimum Order**

Individual call-ups must have a minimum value of \$1000.00 (Applicable Taxes included).

## **6.11 Applicable Laws**

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

## **6.12 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## B. RESULTING CONTRACT CLAUSES

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

### 6.1 Requirement

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

### 6.2 Standard Clauses and Conditions

#### 6.2.1 General Conditions

2010A (2018-06-21) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

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

### 6.3 Term of Contract

#### 6.3.1 Delivery Date

Delivery must be made within (to be inserted by PWGSC) calendar days from receipt of a call-up against the Standing Offer.

### 6.4 Payment

#### 6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Pricing, for all items, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, including Canadian customs duties and excise taxes where applicable and, Applicable Taxes extra.

#### 6.4.3 SACC Manual Clauses

SACC Reference	Title	Date
C6000C	Limitation of Price	2017-08-17
H1001C	Multiple Payments	2008-05-12

#### 6.4.4 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);

### 6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Identified User, thereby reducing printed material.
3. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded or emailed to the consignee, or as indicated on the call-up against the Standing Offer, for certification and payment.

- 
- b. One (1) copy must be forwarded or e-mailed to the address below:  
**To be inserted by PWGSC**

**6.6 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
B7500C	Excess Goods	2006-06-16
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2017-08-17
G1005C	Insurance	2016-01-28

---

## ANNEX A – Requirements

### 1. Description

Service Canada and his Passport program have a requirement for the supply of Plastic bags. They must use specialized supplies for transporting documents.

### 2. Technical specifications

Please refer to Annex A1 to see pictures of each item

Item 1: Plastic bags with closure

- a) Low-density polyethylene bags
- b) Colour: clear
- c) Side seams
- d) Flap with permanent adhesive tape fastener
- e) 2 air pockets (1/4") (vents)
- f) Width: 9" to 9 1/8"
- g) Length: 12.5" to 12.625"
- h) Lap 1.5"
- i) Thickness: 2 Mil (LDPE)

Item 2: Open plastic bags

- a) Low-density polyethylene bags
- b) Colour: clear
- c) Side seams
- d) 6" opening on one side
- e) Width: 6" to 6 1/8"
- f) Length: 9" to 9 1/8"
- g) Thickness: 2 Mil (LDPE)

Item 3: Plastic bags with snap closure

- a) Low-density polyethylene bags
- b) Colour: clear
- c) Side seams
- d) Snap closure
- e) 1" heading included
- f) 1 hole in the heading for fastening
- g) Width: 10" to 10 1/8"
- h) Total length including 1" heading: 13" to 13 1/8"
- i) Thickness: 4 Mil (LDPE)

### **3. Delivery address for orders**

Each order must be delivered to the following address:

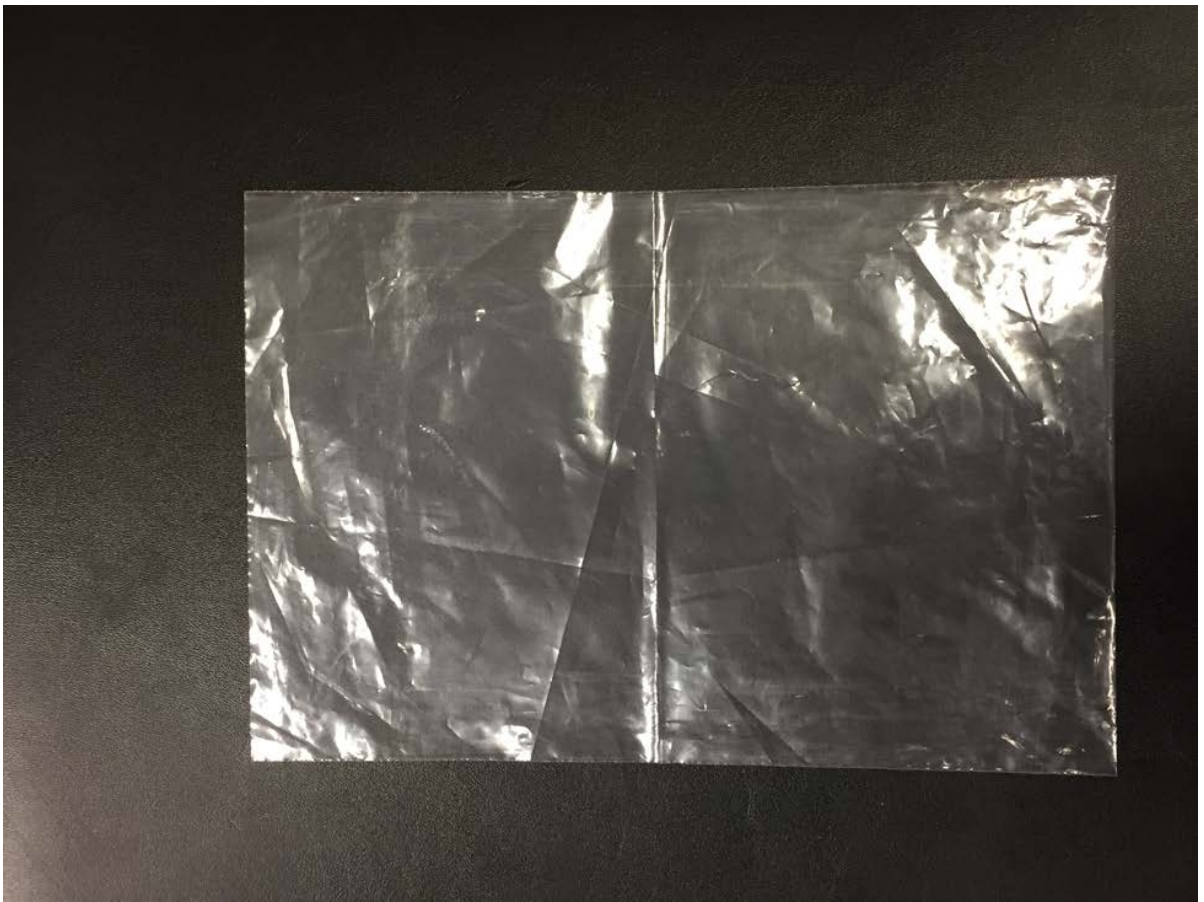
Passport Canada  
Attention of: ESDC Mailroom – Salle de courrier d'EDSC  
22 de Varennes Street – 1st floor  
Gatineau, Quebec J8T 8R1

## ANNEX A1 - Pictures

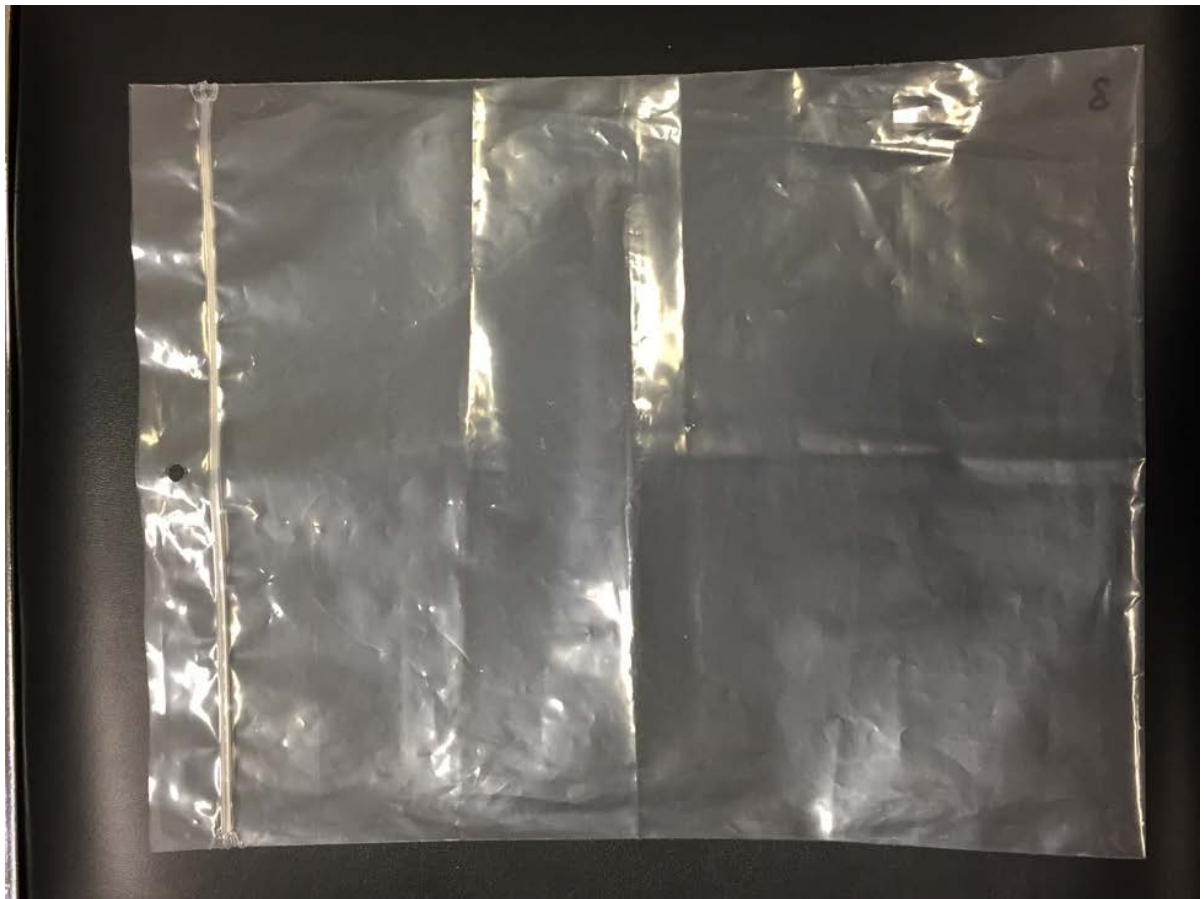
### Item 1



Item 2



Item 3





## ANNEX B - PRICING

Offerors must submit firm unit prices for all items, for the initial and the extended periods in accordance with the Basis of Payment described at Part 6B, section 6.4.1.

### Initial Period

The initial period year 1 of the Standing Offer is the period from the date of the Standing Offer to **(to be inserted by PWGSC)** inclusive.

The initial period year 2 of the Standing Offer is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

### Extended Period for year 1

The extended period (year 1) of the Standing Offer is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

### Extended Period for year 2

The extended period (year 2) of the Standing Offer is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

### Estimated Usage per Year

Item #	Quantity/year
1	1,025,000 bags
2	125,000 bags
3	77,000 bags

The estimated usage per year specified are only an approximation of requirements given in good faith for evaluation purposes only and do not represent Canada's actual requirement.

### Pricing

Item #	Item description	Thickness	Quantity Ranges (bags)	Initial Period Year 1 Firm Unit Price/1000 bags	Initial Period Year 2 Firm Unit Price/1000 bags	Extended Period for year 1 Firm Unit Price/1000 bags	Extended Period for year 2 Firm Unit Price/1000 bags
1	Plastic bags with closure	2.0 Mil	300,000 - 599,999	\$	\$	\$	\$
			600,000 +	\$	\$	\$	\$
2	Open plastic bags	2.0 Mil	30,000 – 59,999	\$	\$	\$	\$
			60,000 +	\$	\$	\$	\$
3	Plastic bags with snap closure	4.0 Mil	35,000 – 74,999	\$	\$	\$	\$
			75,000 +	\$	\$	\$	\$